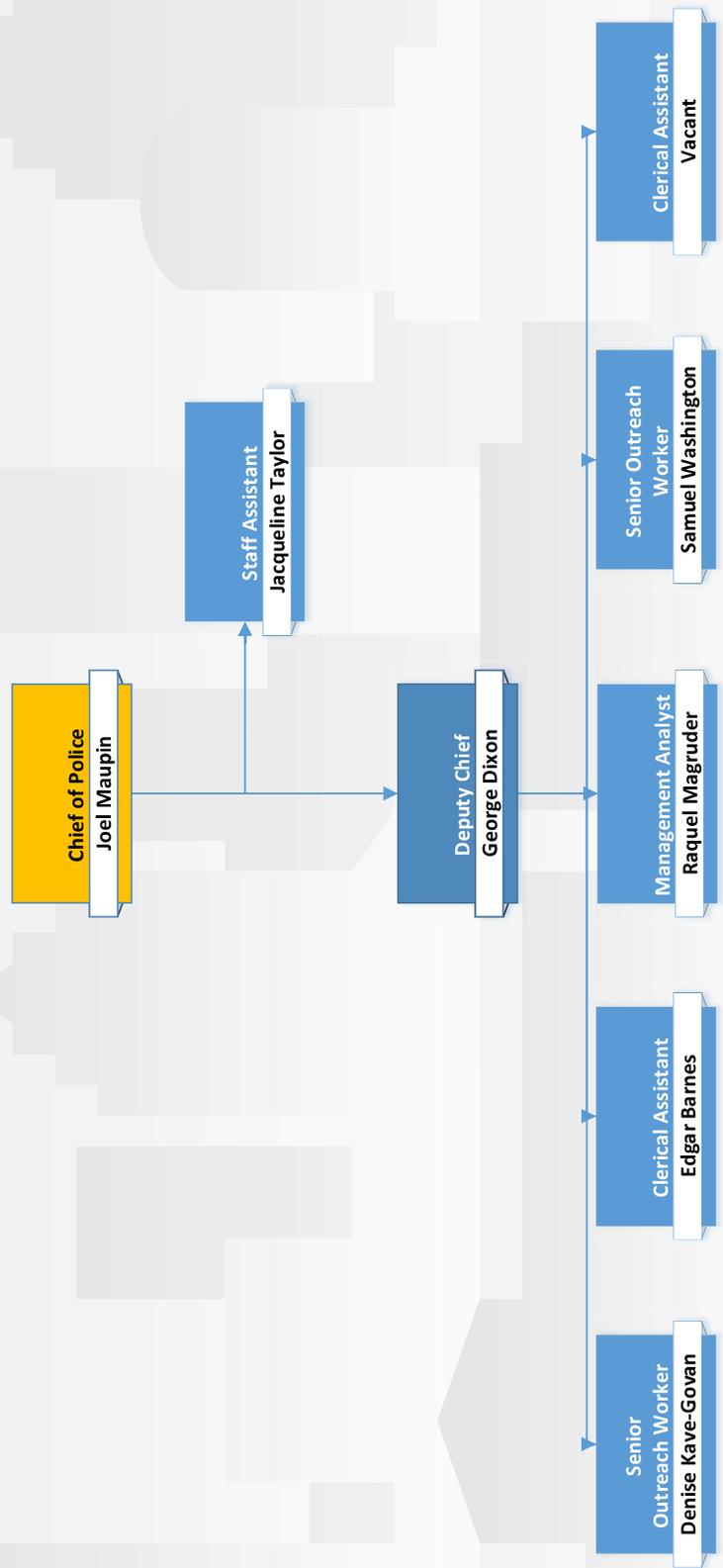


# DISTRICT OF COLUMBIA HOUSING AUTHORITY

## ORGANIZATIONAL CHART

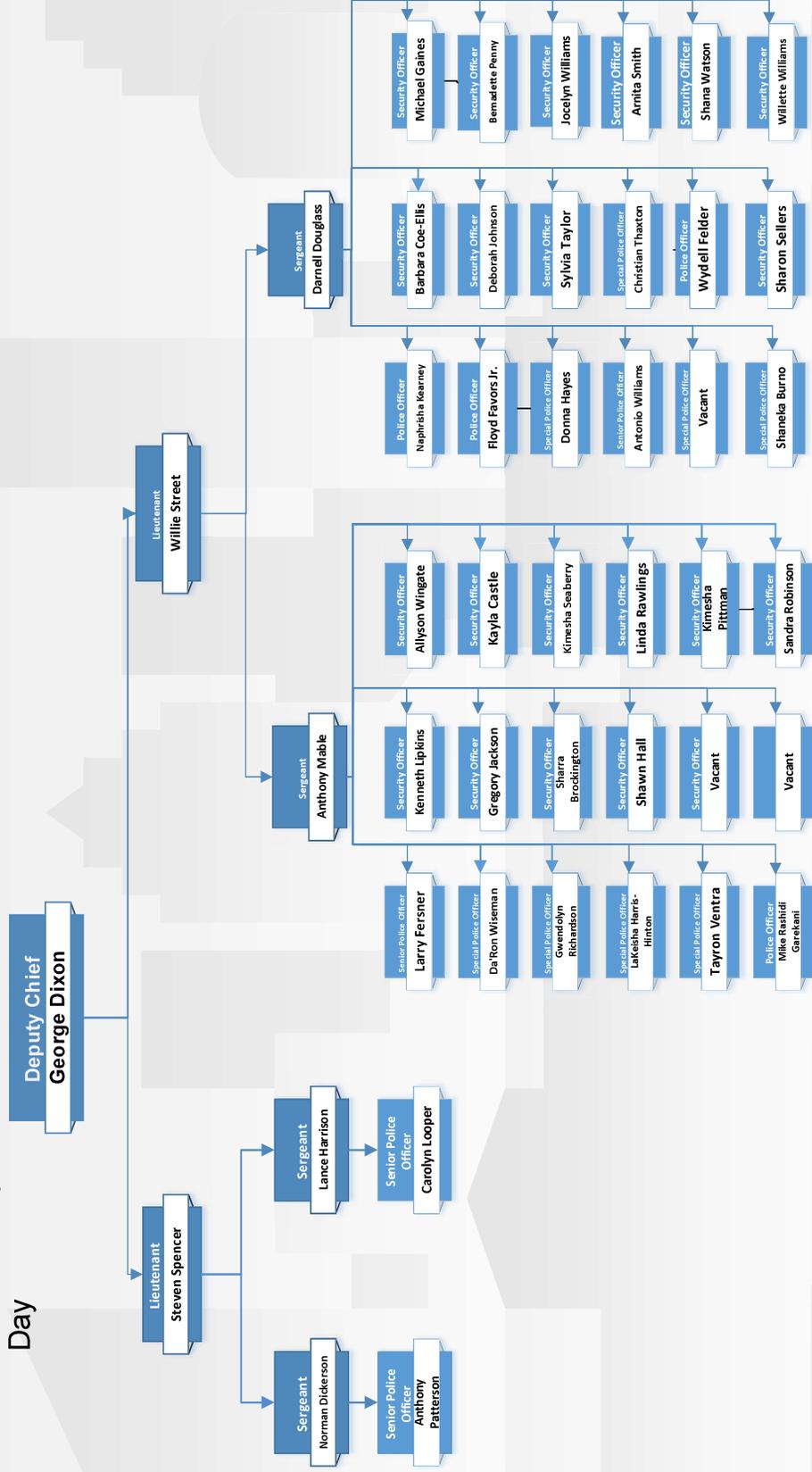
### Office of Public Safety Administration



Last Edited: 2/7/2022

# DISTRICT OF COLUMBIA HOUSING AUTHORITY ORGANIZATIONAL CHART

## Office of Public Safety Day

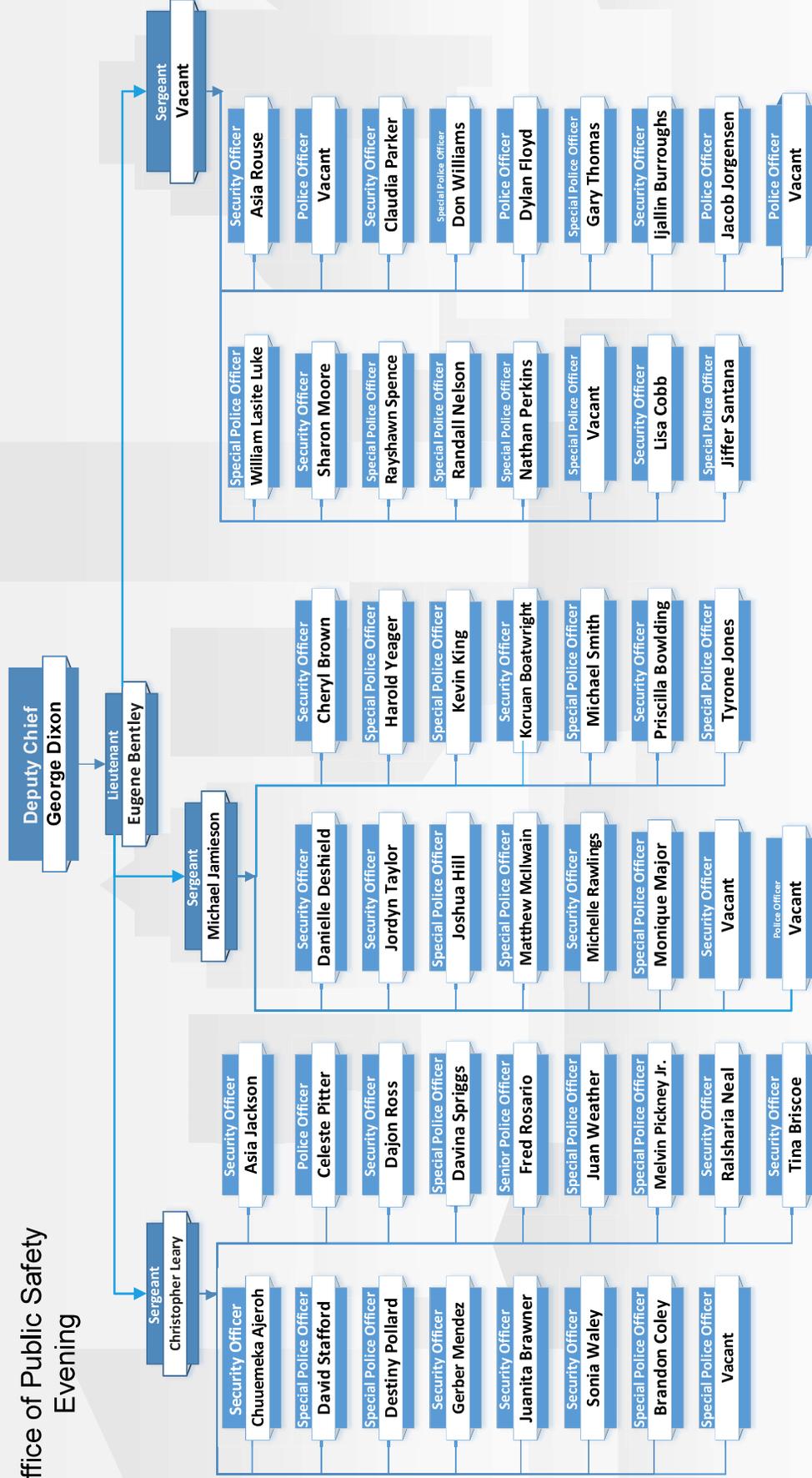


Last Edited: 2/7/2022

# DISTRICT OF COLUMBIA HOUSING AUTHORITY

## ORGANIZATIONAL CHART

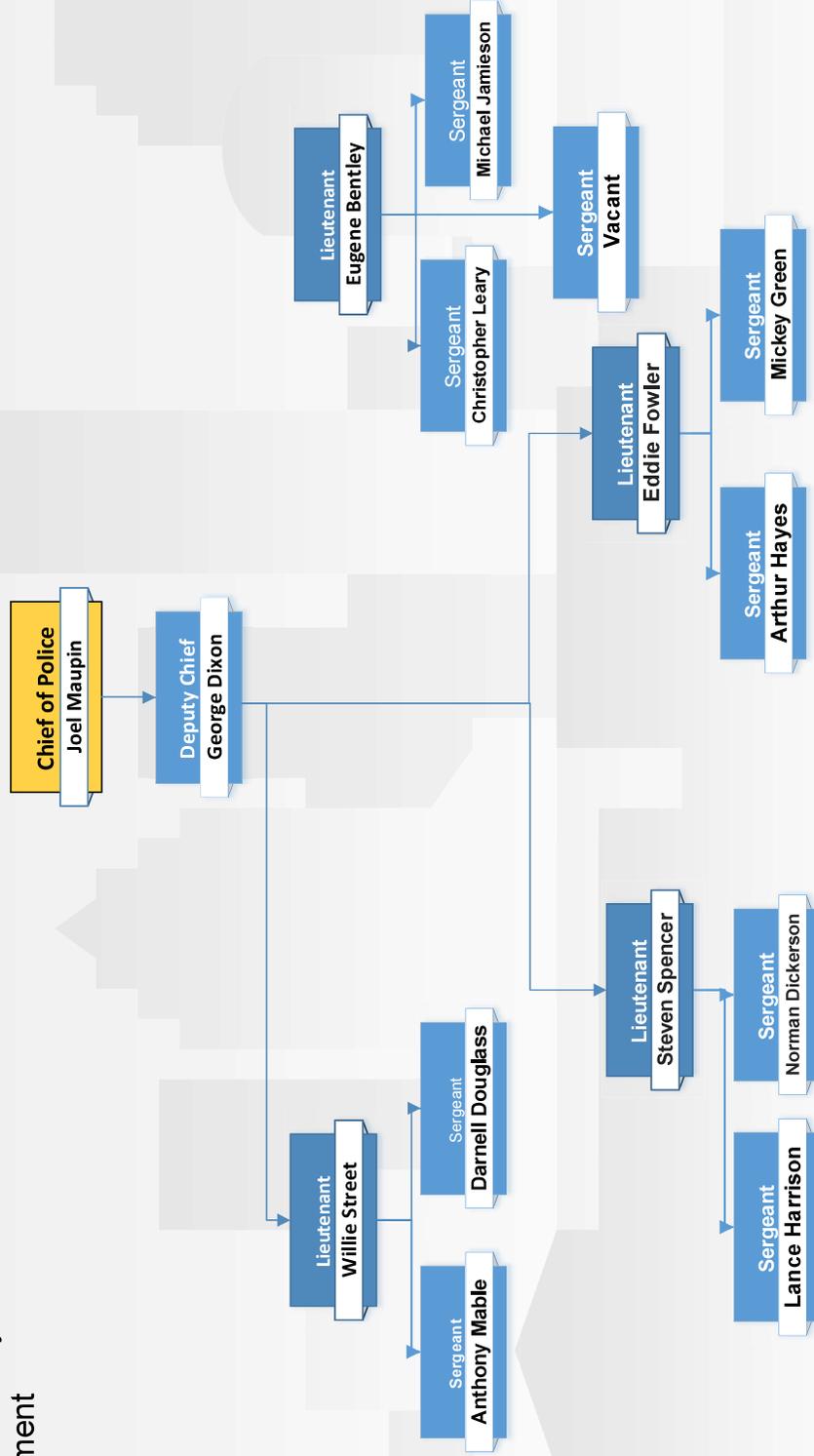
### Office of Public Safety Evening



Last Edited: 2/7/2022

**DISTRICT OF COLUMBIA HOUSING AUTHORITY**  
ORGANIZATIONAL CHART

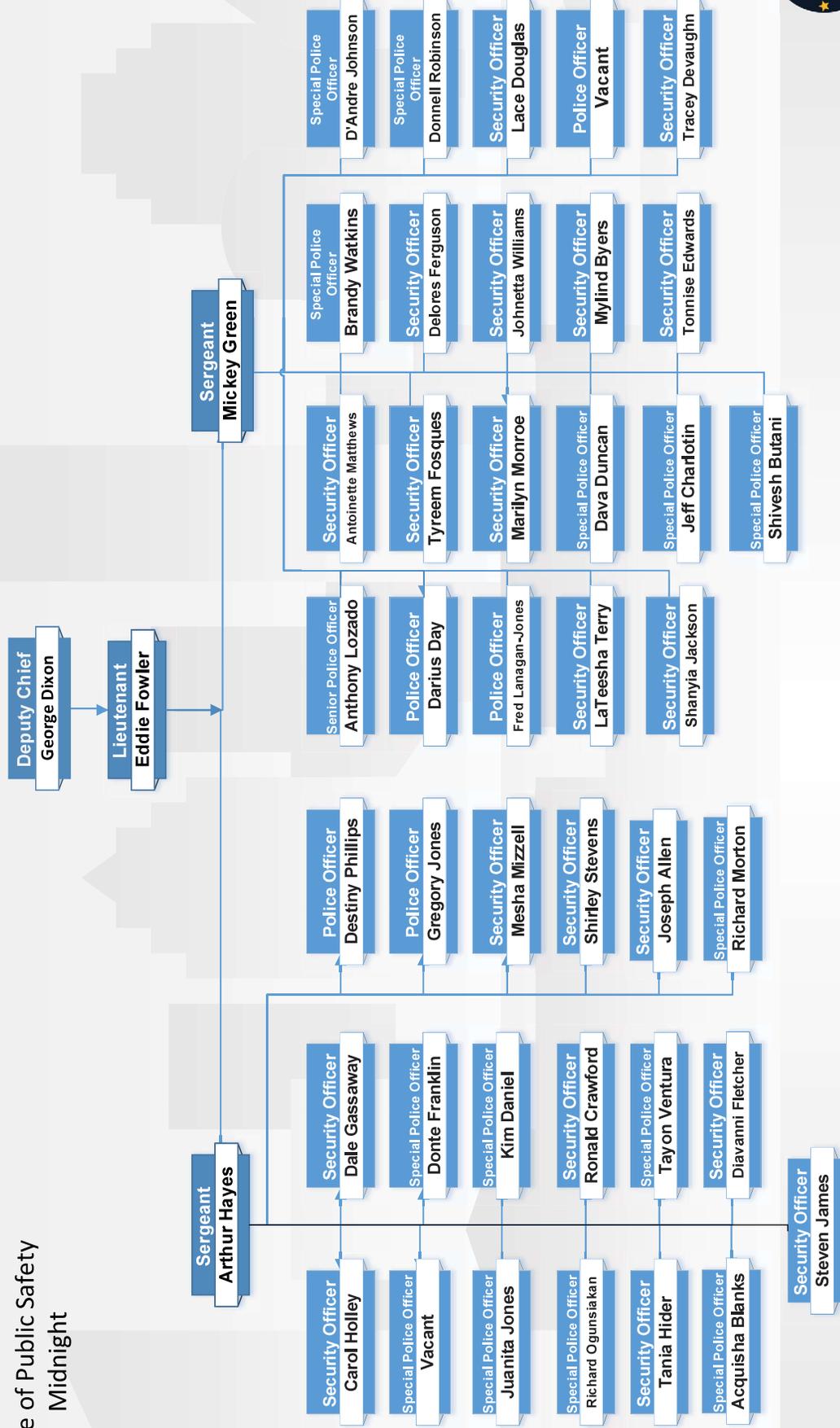
**Office of Public Safety  
Management**



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

## ORGANIZATIONAL CHART

### Office of Public Safety Midnight



Last Edited: 2/7/2022

## DCHA Organizational Chart Changes

The major change to the D.C. Housing Authority's organizational chart is effectively the change in the leadership of the organization. Brenda Donald was named interim Executive Director on June 21, 2021 and then permanent Executive Director with a two year term on October 1, 2021.

Other notable changes are as follows:

Timothy Riley named Vice President and Chief Information Officer on July 26, 2021

Dexter Starkes named Vice President, Human Resources and Labor Relations, October 1, 2021

Rachel Joseph named as Chief Operating Officer on October 11, 2021

John Stringfield named Interim Sr. Vice President Office of Capital Programs on November 23, 2021 and then permanent Sr. Vice President Office of Capital Programs on February 18, 2022

Victor Martinez named Deputy Executive Director on December 20, 2021

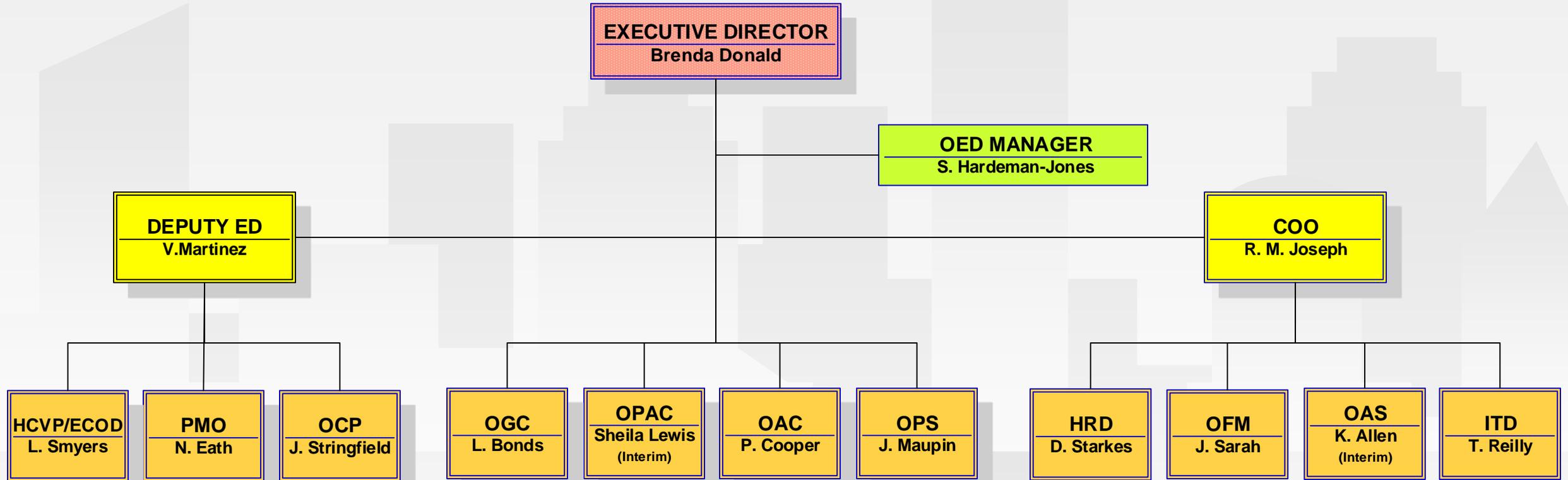
Nona Eath named Sr. Vice President, Property Management Operations on December 20, 2021

Latweeta Smyers named Sr. Vice President, Housing Choice Voucher Programs December 20, 2021

Sheila Lewis named Interim Director, Office of Public Affairs and Communications December 31, 2021

Lorry Bonds named General Counsel on February 18, 2022

# DISTRICT OF COLUMBIA HOUSING AUTHORITY ORGANIZATIONAL CHART





Position Title	Department	Annual Salary	DCHA Hire Date	Fringe Benefits
Supervisory Client Eligibility Placement	ECOD	\$ 107,103	1/22/2008	No
Eligibility Recertification Specialist	ECOD	\$ 68,301	9/21/2009	No
<b>ECOD Total</b>	<b>2</b>	<b>157,404</b>		No
Housing Program Quality Control Spvr	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 113,626	12/26/2006	No
Housing Program Specialist II	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 66,871	1/22/2008	No
Housing Program Specialist II	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 70,942	12/12/2016	No
Housing Program Specialist II	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 73,070	10/19/2015	No
Housing Program Specialist II	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 75,263	11/17/2008	No
Housing Program Specialist II	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 70,942	7/28/2014	No
Housing Program Coordinator	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 82,487	12/17/2012	No
Housing Program Specialist II	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 79,846	2/6/1995	No
Housing Program Coordinator	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 90,135	6/25/2007	No
Housing Program Coordinator	HCVP - HOUSING CHOICE VOUCHER PRG.	\$ 92,840	6/17/1991	No
<b>HCVP Total</b>	<b>10</b>	<b>816,024</b>		No
Chief of Police	OFFICE OF PUBLIC SAFETY	\$ 163,659	11/5/2012	No
Clerical Assistant	OFFICE OF PUBLIC SAFETY	\$ 52,653	3/24/2002	No
Deputy Chief of Police	OFFICE OF PUBLIC SAFETY	\$ 123,186	7/11/2016	No
Law Enforcement Training & Database Mana	OFFICE OF PUBLIC SAFETY	\$ 87,510	9/17/2018	No
Management Analyst	OFFICE OF PUBLIC SAFETY	\$ 101,447	4/5/1993	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 59,492	3/30/2020	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 88,808	5/5/1997	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 59,492	9/17/2018	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 56,660	11/23/2020	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 59,492	2/3/2020	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 68,868	11/21/2016	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 65,589	1/22/2018	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 62,469	6/24/2019	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 56,660	10/22/2018	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 62,469	4/1/2019	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 59,492	9/28/2020	No
Police Officer	OFFICE OF PUBLIC SAFETY	\$ 56,660	9/16/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	4/27/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	4/27/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	4/24/2017	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	1/20/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	6/26/2017	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	11/23/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	1/20/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/20/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	9/28/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	4/4/2016	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	9/3/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	12/9/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	6/5/2017	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	11/23/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	1/20/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,406	4/26/2021	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/20/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	11/23/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/6/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	11/27/2017	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	9/3/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,406	11/8/2021	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/6/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/20/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	4/18/2017	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	1/20/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	2/18/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	3/18/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	1/20/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	4/4/2016	No

Position Title	Department	Annual Salary	DCHA Hire Date	Fringe Benefits
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/6/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 33,945	12/11/2017	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/20/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 36,892	11/3/2003	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,406	11/22/2021	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	11/23/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	1/20/2019	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	4/27/2020	No
Security Officer	OFFICE OF PUBLIC SAFETY	\$ 32,963	7/6/2020	No
Senior Outreach Worker	OFFICE OF PUBLIC SAFETY	\$ 50,118	11/9/2015	No
Senior Outreach Worker	OFFICE OF PUBLIC SAFETY	\$ 51,623	2/9/2015	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 66,110	12/9/2019	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 80,357	4/4/2016	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 66,110	5/24/2021	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 80,357	7/24/2017	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 80,357	1/25/2016	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 80,357	10/30/2017	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 72,887	12/9/2019	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 69,417	9/28/2020	No
Senior Police Officer	OFFICE OF PUBLIC SAFETY	\$ 72,887	3/4/2019	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	1/3/2012	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	4/13/1998	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	11/1/1999	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	9/4/2007	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	8/13/2001	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	3/5/2012	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 38,042	3/23/2015	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	9/16/2002	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	6/6/2005	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	7/7/2008	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 39,024	8/26/2013	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	7/5/2005	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	10/27/1997	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	6/6/2005	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	12/20/2010	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 39,024	8/19/2013	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	2/15/2005	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 38,042	5/4/2015	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	9/4/2007	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	5/27/2008	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	7/5/2000	No
Senior Security Officer	OFFICE OF PUBLIC SAFETY	\$ 40,007	8/26/2002	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	11/27/2017	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	9/28/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 55,815	12/20/2010	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	2/18/2014	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	9/28/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	1/4/2021	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 47,147	6/24/2019	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	10/25/1999	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	11/27/2017	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	9/28/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 47,147	4/30/2018	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	11/23/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	8/19/2013	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 57,266	6/8/1997	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	1/21/1997	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 47,147	1/6/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	12/11/2017	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	11/23/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	4/13/1998	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	8/28/2017	No

Position Title	Department	Annual Salary	DCHA Hire Date	Fringe Benefits
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 52,914	12/20/2010	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	11/3/1997	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	12/20/2021	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	3/14/2016	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 48,557	11/13/2018	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	9/28/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	11/23/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	8/28/2017	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	4/26/2021	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	3/22/1999	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	1/4/2021	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	11/23/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 49,967	3/14/2016	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	12/6/2021	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 47,147	5/28/2019	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	11/23/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 47,147	7/8/2019	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 44,330	11/8/2021	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	10/13/1998	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 45,738	11/23/2020	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 48,557	11/13/2018	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 52,915	11/5/2015	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 52,915	11/5/2015	No
Special Police Officer	OFFICE OF PUBLIC SAFETY	\$ 58,717	4/13/1998	No
Spvr Housing Police Officer Lieutenant	OFFICE OF PUBLIC SAFETY	\$ 104,802	6/5/2017	No
Spvr Housing Police Officer Lieutenant	OFFICE OF PUBLIC SAFETY	\$ 104,801	7/1/2013	No
Spvr Housing Police Officer Lieutenant	OFFICE OF PUBLIC SAFETY	\$ 104,801	11/3/1997	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 97,887	2/3/2014	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 93,226	10/26/2009	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 97,888	3/22/1999	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 97,888	10/2/2017	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 97,888	10/13/1998	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 80,532	8/30/2021	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 76,697	7/19/2021	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 76,696	9/16/2019	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 80,532	2/18/2020	No
Spvr Housing Police Officer Sergeant	OFFICE OF PUBLIC SAFETY	\$ 84,561	11/12/2019	No
Staff Assistant	OFFICE OF PUBLIC SAFETY	\$ 82,242	3/19/2007	No
<b>OPS Total*</b>		<b>147</b>	<b>7,689,339</b>	

**Agency Total** **159** **8,662,767**

\*The District's support of the Office of Public Safety covers approximately 50% of the actual cost of the department.



DISTRICT OF COLUMBIA  
HOUSING AUTHORITY



# Human Resources Department

## Summary of Benefits

*“Commitment to Excellence”*

1133 North Capitol St., NE  
Suite 222  
Washington, DC 20002



**District of Columbia Authority Housing Authority  
Human Resources Department**

# Summary of Benefits

**As a DCHA employee**, you are eligible for all benefits offered by the Authority. All full-time permanent employees, part-time permanent employees who generally work at least 20 hours per week, and employees with temporary full-time appointments of at least 13 months are eligible to receive benefits from the District of Columbia Housing Authority.

## **DC Employees' Health Insurance**

Eligible employees hired on or after October 1, 1987, have a choice of the following health plans:

- **AETNA Healthcare HMO or PPO**
- **Kaiser Permanente HMO**
- **United Healthcare Nationwide HMO**
- **Care First Blue Shield/Blue Cross HMO or PPO**

The cost of your health insurance premium is shared with the District of Columbia Housing Authority, which contributes up to 75% toward the total premium cost. All Health insurance premium deductions are made on a pre-tax basis.

## **DC Employees' Group Life Insurance**

Term life insurance provides coverage equal to an employee's annual salary rounded to the next thousand, plus an additional \$2,000.

The cost of the monthly premium is shared with the District of Columbia Housing Authority. Employees pay two-thirds of the total cost and the government pays one-third. Additional life insurance levels are available for employees and their dependents at low cost.

Optional life insurance is available at low cost for employees and their dependents, but employees pay 100% of the cost of optional life insurance. Below are the additional life insurance plans available to employees:

- \* **Option A Standard** – provides \$10,000 coverage. Cost is determined by age.
- \* **Option B Additional** – provides coverage up to five times the employee's annual salary. Cost is determined by age and employee's salary.
- \* **Option C Family** – provides up to \$50,000 coverage for eligible spouse and \$10,000 coverage for each eligible child. Cost is determined by age.



# Summary of Benefits Continued

## **Dental Coverage**

District of Columbia Housing Authority (DCHA) provides dental coverage for its non-union employees. DCHA pays 100% of the premium costs for dental coverage through the Cigna DHMO plan. Employees who elect the Cigna Dental PPO will be responsible for the additional costs.

## **Flexible Spending Accounts**

District of Columbia Housing Authority offers all benefits-eligible employees two pre-tax benefits: the Health Care Flexible Spending Account and the Dependent Care Flexible Spending Account. These pre-tax accounts allow you to pay for eligible, out-of-pocket health and/or dependent care expenses. Every plan year, you must designate the amount to be set aside in your FSAs.

## **Annual Leave**

Eligible employees accrue annual leave and sick leave each pay period. **Regular full-time** employees accrue annual leave each pay period on the following schedule:

- \* 0 – 3 years of service – 13 days (4 hours per pay period)
- \* 3 – 15 years of service – 20 days (6 hours per pay period)
- \* 15+ years of service – 26 days (8 hours per pay period)

**All regular full-time employees** accrue 13 days of sick leave annually (4 hours per pay period) regardless of years of employment. **Part-time employees** who work at least 40 hours per pay period earn annual leave and sick leave at a proportional rate. Upon termination, an employee will receive cash value for 100% of the remaining accrued vacation days up to 240 hours.

## **457(b) Deferred Compensation Plan**

All DCHA employees are eligible to participate in the Deferred Compensation Program, an optional savings program that allows employees to tax-defer income and invest for the future. The portion of salary an employee contributes reduces the amount of taxable income in each paycheck. The 457(b) Deferred Compensation Plan is available through ICMA Retirement Corporation and is open to all employees who can contribute a minimum of \$20 per pay period.



# Summary of Benefits Continued

## **Defined Contribution Retirement Plan – 401(a)**

DCHA's primary retirement plan for eligible employees hired on or after October 1, 1987, is a "defined contribution" plan, with benefits based on 100% employer –provided contributions plus earnings over the course of the participant's working years. DCHA funds this plan; there is no employee contribution. The current employer-paid contribution is 5% of the base salary. Employees must have one year of continuous service, and they are fully vested in the Plan after five years of continuous service.

## **Faster Plan Vesting Under the DC 401(a) Retirement Plan**

Under the DC 401(a) Retirement Plan, vesting is the term used to define when you have a right to the value of your account under the Plan. Under the vesting schedule, you became fully vested after you completed five years of creditable service. However, your account becomes vested gradually based on the following schedule:

<b>Years of Creditable Service</b>	<b>Percentage of Your Account that is Vested</b>
Less than 2	0%
2	20%
3	40%
4	60%
5 or more	100%

## **DC College Savings Plan**

The DC College Savings Plan is a Section 529 plan created to help families prepare for the substantial cost of higher education. Sponsored by the Government of the District of Columbia and managed by Calvert, the Plan offers special tax advantages that enable participants to maximize their savings potential. Featuring affordable program fees and competitive investments options manage by Calvert and other premier institutional money managers. The DC College Saving Plan is designed to help employees save for college, regardless of income or investment experience. Known as the 529 plan, it allows earning to grow free of federal and state income taxes. Money withdrawn from the account(s) stays free of federal and state taxes as long as it's used for qualified higher education expenses, including tuition, fees, room and board, textbooks and supplies.



# Summary of Benefits Continued

## **Short Term Disability Insurance Program**

All benefit eligible employees may enroll in the Short Term Disability Insurance Program. Short term disability provides income replacement that may be used in conjunctions with your annual or sick leave. This program has a 20-day elimination period. Income is replaced at 66<sup>2/3</sup>% of the employee's base pay and coverage lasts up to six months. This program is designed to lessen the financial burden employees may incur from an extended non-work related injury or illness. Short term disability insurance specifically addressed absences from work due to one's own health related reasons. If you have a qualifying medical condition, this insurance provides a partial replacement of your income.

### Key Features:

- Weekly disability benefit of \$15.00 - \$1,154.00
- Income coverage of up to 66 2/3% of your salary
- Worldwide coverage
- Waiver of premium if you become disabled

## **Long Term Disability Premium Rates**

All benefit eligible employees may enroll in the Long Term Disability Insurance Program. Long term disability insurance provides income replacement that may be used in conjunction with your annual or sick leave. This program has a 180-day elimination period. Income is replaced at 66 2/3% of your pre-disability earnings, reduced by deductible income. If you become disabled at age 62 or older, the benefit duration is determined by your age when the disability begins as indicated in the Standard Insurance Long Term Disability table.

### Key Features:

- Monthly LTD benefit of \$100.00 - \$7,500.00
- 180-day elimination period
- Worldwide coverage
- Waiver of premium while disabled



# Summary of Benefits Continued

## **Employee Commuter Benefit**

Employees who use a form of Metro public transportation for their commute to and from work are eligible to a \$50.00 monthly commuter benefits. This District of Columbia Housing Authority (DCHA) will subsidize this benefit with the Washington Metropolitan Area Transit Authority. Smart Benefits allows DCHA to load the dollar value of an employee's Transit Benefit directly to their SmartTrip card. Employees can download Smart Benefits between the first and last day of each month.

## **Employee Assistance Program**

If an employee has a personal problem of any kind, INOVA offers confidential problem assessment by one of their professional counselors. These consultations are one-on-one, face to-face meeting which may be held either at the employee's workplace or at INOVA's offices, and scheduled at the employee's convenience. Urgent situations are scheduled as soon as possible. The counselor's goal is to help employees with practical short-term problem solving and to offer referral services when a longer-term solution is needed. As experienced, licensed, and credentialed mental health workers, the counselors know how to listen, and how to offer guidance objectively. The consultations are free of charge for employees, as well as the employee's spouse/significant other and dependent children 18 years of age and older. In the case of younger children, the counselors will meet with the employee and make an appropriate referral.

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# C O N T E N T S

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<b>PREAMBLE</b> .....	1
<b>ARTICLE 1</b>	
<b>RECOGNITION</b> .....	1
Section A—Status of DCHA .....	1
Section B—Recognition of Union .....	1
Section C—Definition of the Bargaining Unit .....	2
Section D—Unit Clarification .....	2
<b>ARTICLE 2</b>	
<b>GOVERNING LAWS AND RULES</b> .....	2
Section A—Agreement Governs .....	2
Section B—Other D.C. Rules .....	2
Section C—Higher Laws .....	2
Section D—Communication on Working Conditions ..	3
Section E—Consultation and Impact Bargaining .....	3
Section F—No Strike or Lockout .....	3
<b>ARTICLE 3</b>	
<b>EMPLOYEE RIGHTS</b> .....	3
Section A—Rights Guaranteed .....	3
Section B—Employees’ Right to Organize .....	5
Section C—Employee Protections .....	5
<b>ARTICLE 4</b>	
<b>MANAGEMENT RIGHTS</b> .....	6
Section A—Retention of Management Rights .....	6
Section B—Union’s Grievances of Alleged Violations of Management’s Exercise of Rights .....	6
<b>ARTICLE 5</b>	
<b>DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES</b> .....	6
Section A—Distribution of Agreement .....	6
Section B—Orientation of New Employees .....	7
Section C—Notice of Orientation—Schedule .....	7
Section D—Identification of Union in Employee Handbook .....	7
<b>ARTICLE 6</b>	
<b>NON-DISCRIMINATION</b> .....	7
Section A—Discrimination Prohibited .....	7
Section B—Affirmative Action Plan .....	8

Section C—Distribution of Affirmative Action Plan and EEO Complaint Procedures . . . . .	8
Section D—Nondiscrimination in Union Representation . . . . .	9
Section E—Union and Management Advice on EEO Problems . . . . .	9
Section F—Sexual Harassment . . . . .	9
Section G—Prompt Reporting of Discrimination Complaints . . . . .	10
Section H—EEO Complaints . . . . .	10
Section I—Retaliation Prohibited . . . . .	10
Section J—Americans with Disabilities Act . . . . .	10

**ARTICLE 7**

**UNION SECURITY AND UNION DUES**

<b>DEDUCTIONS</b> . . . . .	12
Section A—Applicability. . . . .	12
Section B—Deduction of Union Dues From Members Pay . . . . .	12
Section C—Deduction of Service Fees From Non-Union Members Pay . . . . .	12
Section D—Service Fee Equals Dues . . . . .	12
Section E—Start of Dues Deduction . . . . .	13
Section F—Stop Dues Deduction . . . . .	13
Section G—Payment of Dues or Service Fees Not Condition of Employment. . . . .	13
Section H—DCHA Indemnified . . . . .	13

**ARTICLE 8**

<b>UNION REPRESENTATION</b> . . . . .	13
Section A—Recognition of Union Representatives and Officials . . . . .	13
Section B—Union Listing of Representatives and Officials . . . . .	13
Section C—Representation by Union Stewards . . . . .	13
Section D—Notice of Change in Assignments for Union Representatives . . . . .	14
Section E—Permission to Transact Labor-Management Business. . . . .	14
Section F—Notice to Supervisor of Visit by Union Representative. . . . .	15
Section G—Labor-Management Activities on Official Time . . . . .	15

Section H—Scheduling of Grievance	
Representations . . . . .	15
Section I—DCHA’s Approval of Union Meeting	
Attendance . . . . .	15
Section J—Retaliation Prohibited . . . . .	16

**ARTICLE 9**

<b>GRIEVANCE PROCEDURE</b> . . . . .	16
Section A—Purpose of Grievance Procedure . . . . .	16
Section B—Definition of Grievance . . . . .	16
Section C—Presentation of Grievance. . . . .	16
Section D—Procedural Steps. . . . .	18
Section E—Arbitration . . . . .	20
Section F—Scheduling Priorities. . . . .	22
Section G—Expedited Arbitration. . . . .	22
Section H—General Arbitration Rules . . . . .	22
Section I—Back Pay Penalty . . . . .	23

**Article 10**

<b>DISCIPLINE</b> . . . . .	23
Section A—Applicability . . . . .	23
Section B—Definitions . . . . .	23
Section C—Principles of Discipline . . . . .	24
Section D—Admonition and Discipline. . . . .	28
Section E—Emergency Procedures . . . . .	30

**ARTICLE 11**

<b>LABOR-MANAGEMENT COOPERATION</b> . . . . .	32
Section A—Labor-Management Committee Meetings . . . . .	32
Section B—Composition and Business of Committee . . . . .	32
Section C—Official Time for Union Attendance. . . . .	32
Section D—Attendance of Other Persons . . . . .	33
Section E—Summary. . . . .	33

**ARTICLE 12**

<b>EMPLOYEE LISTS AND INFORMATION</b> . . . . .	33
Section A—Information Provided by DCHA . . . . .	33
Section B—Information Provided to Union . . . . .	34
Section C—Position Descriptions . . . . .	34
Section D—Decertification of Bargaining	
Unit Positions. . . . .	34
Section E—DCHA Administrative Updates . . . . .	34
Section F—Reorganization/Realignment . . . . .	34
Section G—Requests for Information . . . . .	34

<b>ARTICLE 13</b>	
<b>FACILITIES AND SERVICES</b> .....	35
<b>ARTICLE 14</b>	
<b>BULLETIN BOARDS</b> .....	35
<b>ARTICLE 15</b>	
<b>SAFETY, HEALTH, AND COMFORT</b> .....	35
Section A—Responsibilities .....	35
Section B—CPR Training/First Aid. ....	36
Section C—Restrooms, Shower Rooms, etc .....	36
Section D—Asbestos and/or Other Hazardous Substances—Notification and Removal. ....	36
Section E—Safety, Safety Equipment and Procedures .....	37
Section F—Weather Conditions .....	38
Section G—Maintenance of Vehicles .....	39
Section H—Reporting Unsafe Conditions. ....	39
Section I—Safety Committee and Safety Inspections. .	39
Section J—Accident and Injury Reports .....	40
Section K—Employee Lunchroom .....	40
Section L—Fitness for Duty .....	40
<b>ARTICLE 16</b>	
<b>REASSIGNMENTS</b> .....	40
Section A—Notice of Reassignments .....	40
Section B—Punishment or Retaliation in Reassignment Prohibited .....	41
Section C—Reassignment of Union Officials .....	41
Section D—Employee Requests for Reassignments . . .	41
<b>ARTICLE 17</b>	
<b>UNIFORMS</b> .....	41
Section A—Uniforms and Protective Clothing .....	41
<b>ARTICLE 18</b>	
<b>TOOLS</b> .....	43
Section A—Issuance and Replacement of Tools .....	43
Section B—Maintenance of Tools .....	43
<b>ARTICLE 19</b>	
<b>HOURS OF WORK</b> .....	43
Section A—Work Hours .....	43
Section B—Notification of Change of Tour of Duty . .	43
Section C—Changes Under Sections A & B .....	44

Section D—Staff Meetings . . . . .	44
Section E—Alternative Work Schedules . . . . .	44
<b>ARTICLE 20</b>	
<b>USE OF PRIVATE VEHICLES . . . . .</b>	<b>44</b>
Section A—DCHA Provision of Transportation . . . . .	44
Section B—Use of Private Vehicle . . . . .	44
Section C—Inoperable Vehicles . . . . .	44
Section D—Transportation Expenses . . . . .	45
<b>ARTICLE 21</b>	
<b>EMPLOYEE ASSISTANCE PROGRAM . . . . .</b>	<b>45</b>
Section A—Employee Assistance Program . . . . .	45
Section B—Eligible Participants . . . . .	45
Section C—Types of EAP Referrals . . . . .	46
Section D—Disciplinary Actions and EAP . . . . .	46
Section E—Use of Leave . . . . .	47
Section F—Counsel by the Union . . . . .	47
Section G—Confidentiality . . . . .	47
Section H—Training and Education Awareness Program . . . . .	47
<b>ARTICLE 22</b>	
<b>TENURE . . . . .</b>	<b>48</b>
Section A—Probationary and Evaluation Period . . . . .	48
Section B—Career Employees Right to Apply For Vacant Positions . . . . .	48
Section C—Conversion of Term and Temporary Employees . . . . .	48
<b>ARTICLE 23</b>	
<b>TRAINING, CAREER DEVELOPMENT AND UPWARD MOBILITY . . . . .</b>	<b>48</b>
Section A—Employee Development and Affirmative Action . . . . .	48
Section B—Career Development Plans . . . . .	49
Section C—Training and Educational Opportunities . . . . .	49
Section D—Labor Management Committee Responsibility . . . . .	49
<b>ARTICLE 24</b>	
<b>PERFORMANCE EVALUATIONS . . . . .</b>	<b>50</b>
Section A—Performance Rating Plan . . . . .	50
Section B—Notification of Duties and Responsibilities . . . . .	50

Section C—Fair and Objective Evaluations. . . . .	50
Section D—Employee Discussion with Supervisor . . . . .	51
<b>ARTICLE 25</b>	
<b>PERSONNEL FILES . . . . .</b>	<b>51</b>
Section A—Official Personnel File . . . . .	51
Section B—Employee Examination of OPF . . . . .	51
Section C—Union Representative’s Review of OPF. . . . .	51
Section D—Confidential Information . . . . .	51
Section E—Access Card . . . . .	51
Section F—Additions and Deletions . . . . .	52
Section G—Notice of Changes . . . . .	52
<b>ARTICLE 26</b>	
<b>DETAILS AND TEMPORARY PROMOTIONS . . . . .</b>	<b>52</b>
Section A—Details. . . . .	52
Section B—Temporary Promotions. . . . .	53
<b>ARTICLE 27</b>	
<b>POSITION MANAGEMENT AND</b>	
<b>CLASSIFICATION . . . . .</b>	<b>53</b>
Section A—Written Position Description . . . . .	53
Section B—Position Description Provided Upon Assignment. . . . .	53
Section C—Updated Position Descriptions. . . . .	53
Section D—Other Related Duties . . . . .	54
Section E—Equal Pay for Equal Work . . . . .	54
Section F—Access to Classification Information . . . . .	54
<b>ARTICLE 28</b>	
<b>MERIT STAFFING . . . . .</b>	<b>54</b>
Section A—Purpose. . . . .	54
Section B—Merit Staffing Plan . . . . .	55
Section C—Posting Vacancies . . . . .	55
Section D—Executive Director’s Approval . . . . .	55
Section E—Hire From Within . . . . .	55
Section F—Updating Personnel Information. . . . .	55
Section G—Verification. . . . .	56
Section H—Interviews. . . . .	56
<b>ARTICLE 29</b>	
<b>CONTRACTING OUT . . . . .</b>	<b>56</b>
Section A—General . . . . .	56
Section B—Information, Consideration of Union Views. . . . .	56

Section C—Union Recommendations . . . . .	57
<b>ARTICLE 30</b>	
<b>BENEFITS</b> . . . . .	57
Section A—Benefits Committee . . . . .	57
Section B—Life Insurance. . . . .	58
Section C—Health Insurance. . . . .	59
Section D—Optical and Dental . . . . .	60
Section E—Pre-Tax Benefits . . . . .	61
Section F—Retirement. . . . .	62
Section G—Metro Pass Subsidy . . . . .	63
<b>ARTICLE 31</b>	
<b>REDUCTIONS IN FORCE</b> . . . . .	63
Section A—General . . . . .	63
Section B—Notice . . . . .	64
Section C—Procedures . . . . .	64
<b>ARTICLE 32</b>	
<b>REORGANIZATION/REALIGNMENT</b> . . . . .	64
Section A—Notice to the Union . . . . .	64
Section B—Negotiation Over Impact and Effect. . . . .	65
<b>ARTICLE 33</b>	
<b>LEAVE ADMINISTRATION</b> . . . . .	65
Section A—General . . . . .	65
Section B—Notice to the Union Prior To Placement On Leave Restriction Or Issuance Of Discipline . . . . .	65
Section C—Call In For Emergency or Illness . . . . .	66
Section D—Annual Leave . . . . .	66
Section E—Sick Leave . . . . .	69
Section F—Return to Duty . . . . .	70
Section G—Court Leave . . . . .	70
Section H—Leave of Absence . . . . .	71
Section I—Bereavement Leave . . . . .	71
Section J—Maternity Leave. . . . .	71
Section K—Parental Leave . . . . .	71
Section L—Leave to Donate Blood. . . . .	72
Section M—Military Leave . . . . .	72
Section N—Leave To Conduct Union Business . . . . .	72
Section O—Other Paid Leave . . . . .	73
Section P—Education Leave . . . . .	73
Section Q—Professional and Administrative Leave . . . . .	74

Section R—Holidays . . . . .	74
<b>ARTICLE 34</b>	
<b>PERSONAL LEAVE INCENTIVE PROGRAM . . . . .</b>	74
Section A—General . . . . .	74
Section B—Eligibility . . . . .	75
Section C—Part-time Employees . . . . .	75
<b>ARTICLE 35</b>	
<b>ANNUAL LEAVE BUY-OUT . . . . .</b>	75
Section A—Lump Sum Payment . . . . .	75
Section B—Computation . . . . .	76
<b>ARTICLE 36</b>	
<b>ADMINISTRATIVE CLOSING AND COMMON EMERGENCY . . . . .</b>	76
Section A—Designation and Notification . . . . .	76
Section B—Exception to Advance Designation of Essential Status . . . . .	76
Section C—Definitions . . . . .	77
Section D—Compensation . . . . .	78
<b>ARTICLE 37</b>	
<b>WAGES . . . . .</b>	79
Section A—Fiscal Year 2008 . . . . .	79
Section B—PIC Compensation . . . . .	79
Section C—Bonus . . . . .	80
Section D—PIC Savings Clause . . . . .	80
Section E—Wage Re-opener . . . . .	81
<b>ARTICLE 38</b>	
<b>ON CALL PAY . . . . .</b>	81
Section A—General . . . . .	81
<b>ARTICLE 39</b>	
<b>CALL-BACK\CALL-IN OVERTIME . . . . .</b>	81
Section A—Call Back . . . . .	81
Section B—Call In . . . . .	82
Section C—Compensation . . . . .	82
<b>ARTICLE 40</b>	
<b>OVERTIME/COMPENSATORY TIME . . . . .</b>	82
Section A—Calculation of Overtime . . . . .	82
Section B—Distribution of Overtime, Advanced Notice	83
Section C—Notice of Mandatory Overtime . . . . .	83
Section D—Overtime Records . . . . .	84

Section E—Reimbursement for Documented and Approved Compensatory Time .....	84
Section F—Compensatory Time Bank .....	84
<b>ARTICLE 41</b>	
<b>NIGHT DIFFERENTIAL/SUNDAY PREMIUM/HOLIDAY .....</b>	84
Section A—Night Differentials .....	84
Section B—Sunday Premium .....	84
Section C—Holiday Pay .....	85
<b>ARTICLE 42</b>	
<b>ENVIRONMENTAL DIFFERENTIAL .....</b>	85
Section A—Objective .....	85
Section B—Policy and Schedule of Differentials .....	85
Section C—Employee Request .....	85
Section D—New Hazards .....	86
Section E—Differential Amount .....	86
<b>ARTICLE 43</b>	
<b>DEPENDENT CARE ACCOUNTS .....</b>	86
<b>ARTICLE 44</b>	
<b>SAVINGS CLAUSE .....</b>	86
<b>ARTICLE 45</b>	
<b>DURATION AND FINALITY OF AGREEMENT ...</b>	87
Section A—Duration .....	87
Section B—Emergencies .....	87
Section C—Renewal .....	87
Section D—Terms And Conditions Not Covered .....	87
<b>APPENDIX A:</b>	
<b>TABLE OF APPROPRIATE PENALTIES .....</b>	89
<b>APPENDIX B:</b>	
<b>REDUCTION-IN-FORCE PROCEDURES .....</b>	104
<b>PART I</b>	
<b>REDUCTIONS-IN-FORCE .....</b>	104
Section A—Definitions .....	104
Section B—Employees and Actions Covered .....	105
Section C—Procedures for Conducting a Reduction in Force .....	106
Section D—Determining Retention Standing .....	106
Section E—Competitive Area .....	107

Section F—Competitive Levels . . . . .	107
Section G—Retention Register . . . . .	109
Section H—Retention Standing/ Tenure Groups . . . . .	110
Section I—Non-competing Employees . . . . .	111
Section J—Retention Standing: Length of Service . . . . .	112
Section K—Retention Standing/Performance Rating . . . . .	112
Section L—Retention Standing/Veterans Preference . . . . .	113
Section M—Retention Standing Residency Preference . . . . .	114
Section N—Effective Date of Retention Standing. . . . .	114
Section O—Release from Competitive Level . . . . .	115
Section P—Mandatory Exceptions . . . . .	115
Section Q—Notice To Employees . . . . .	116
Section R—Records. . . . .	117
Section S—Appeals . . . . .	118
<b>PART II</b>	
<b>DCHA REEMPLOYMENT PRIORITY PROGRAM</b>	118
Section A—Reemployment Priority List. . . . .	118
Section B—Appointment from DCHA Reemployment Priority List. . . . .	119
<b>PART III</b>	
<b>SEVERANCE PAY</b> . . . . .	120
Section A—Eligibility . . . . .	120
Section B—Computing Creditable Service. . . . .	121
Section C—Computation of Severance Pay . . . . .	122
Section D—Payment of Severance Pay . . . . .	123
<b>APPENDIX C:</b>	
<b>ENVIRONMENTAL PAY DIFFERENTIAL APPLICABLE TO DCHA EMPLOYEES</b> . . . . .	125
Section A—Policy . . . . .	125
Section B—Definition . . . . .	125
Section C—Schedule of Environmental Pay Differentials . . . . .	126
Section D—Responsibility. . . . .	126
Section E—Procedures . . . . .	127
Section F—Reporting Hazards . . . . .	127
Section G—Category of Exposure. . . . .	128
<b>MEMORANDUM OF UNDERSTANDING REGARDING A LEAVE BANK COMMITTEE</b> . . . . .	
	132

<b>MEMORANDUM OF UNDERSTANDING REGARDING AN ALTERNATIVE WORK SCHEDULE COMMITTEE .....</b>	<b>133</b>
<b>MEMORANDUM OF UNDERSTANDING REGARDING INCREASES IN THE EMPLOYER’S CONTRIBUTION TO OPTICAL, DENTAL AND LEGAL PLANS .....</b>	<b>134</b>
<b>MEMORANDUM OF UNDERSTANDING REGARDING PRINTING OF THE OCTOBER 1, 2007 THROUGH SEPTEMBER 31, 2010 COLLECTIVE BARGAINING AGREEMENT .....</b>	<b>135</b>
<b>MEMORANDUM OF UNDERSTANDING REGARDING A CAREER LADDER FOR MAINTENANCE MECHANICS AND HOUSING MANAGEMENT ASSISTANTS .....</b>	<b>136</b>
<b>MEMORANDUM OF UNDERSTANDING REGARDING PROMOTION OF LABORERS, LABOR LEADERS, MAINTENANCE WORKERS, MAINTENANCE HELPERS AND EMPLOYEES WHO OCCUPY POSITIONS IN THE “TRADES” CATEGORY .....</b>	<b>138</b>



## **PREAMBLE**

The parties to this Agreement are the District of Columbia Housing Authority (hereinafter referred to as “DCHA”) and Local 2725 of the American Federation of Government Employees, (hereinafter referred to as the “Union,” and collectively known as the “Parties”). The purpose of this Agreement is:

1. To promote fair and reasonable working conditions;
2. To promote harmonious relations between the parties;
3. To establish an equitable and orderly procedure for the resolution of differences;
4. To protect the rights and interest of the employees, the Union and DCHA; and
5. To promote the efficient operations of DCHA.

Each party confirms, without reservation, the contents of this Agreement, notwithstanding changes in the law permitting the parties to alter or disregard its terms. Now therefore, in consideration of the mutual covenants and promises contained herein the DCHA and the Union do hereby agree as follows.

## **ARTICLE 1**

### **RECOGNITION**

#### **Section A—Status of DCHA**

The DCHA is an independent authority of the District government and a corporate body which has a legal existence separate from the District Government, pursuant to the District of Columbia Housing Authority Act of 1999.

#### **Section B—Recognition of Union**

The DCHA recognizes Local 2725 of the American Federation of Government Employees, AFL-CIO, as the sole and exclusive representative for all employees in the bargaining unit as described in Section C of this Article.

The Union, as the exclusive representative of all employees in the unit, has the right to act for and negotiate agreements covering all employees in the bargaining unit and is responsible for representing the interests of all such employees without discrimination and without regard to membership in the Union.

## **Section C—Definition of the Bargaining Unit**

The employees in the bargaining unit represented by the American Federation of Government Employees, Local 2725 at DCHA are the following:

All employees of DCHA, excluding public safety personnel, the security force, management officials, confidential employees, supervisors (including housing managers), and any employee engaged in personnel or labor-management relations work in other than a purely clerical capacity.

## **Section D—Unit Clarification**

When a position(s) changes or a new position(s) is established and the parties differ as to whether the position(s) is inside or outside the bargaining unit, either party may file a unit clarification petition with the D.C. Public Employee Relations Board (PERB).

## **ARTICLE 2**

### **GOVERNING LAWS AND RULES**

#### **Section A—Agreement Governs**

This Agreement exclusively shall govern the labor relations between the DCHA and its bargaining unit employees. In the event that any DCHA or District of Columbia Government-wide rules, regulations, issuances, or policies are in conflict with the provisions of this Agreement, this Agreement shall prevail.

#### **Section B—Other D.C. Rules**

It is understood that District of Columbia Government-wide personnel rules and regulations, including the rules promulgated in the District Personnel Manual system, shall not be applicable to bargaining unit employees. However, it is understood that District of Columbia Government-wide laws, rules and regulations, not inconsistent with this Agreement, that apply to the DCHA (e.g., D.C. Human Rights Law, Disability Compensation Law), but are not specifically incorporated herein, are nevertheless applicable to bargaining unit employees.

#### **Section C—Higher Laws**

If, during the life of this Agreement, a law from a higher authority invalidates or requires an amendment to any part of

this Agreement the parties shall meet promptly upon request of either party to negotiate the change.

### **Section D—Communications on Working Conditions**

The DCHA shall communicate, consult, and negotiate with only the Union on matters related to working conditions affecting bargaining unit employees. However, in accordance with the provisions of Article 9, Grievance Procedure, DCHA may communicate with a grievant and/or authorized non-union representative in order to resolve a grievance related to the working conditions of the grievant.

### **Section E—Consultation and Impact Bargaining**

Except in emergency situations, the DCHA shall consult with the Union prior to changing DCHA rules, regulations, and policies which affect the working conditions of bargaining unit employees. When the change directly impacts on the conditions of employment of bargaining unit employees, such impact shall be a proper subject of negotiation.

### **Section F—No Strike or Lockout**

1. The Union recognizes that it is unlawful to participate in, authorize, or ratify a strike.
2. The term strike as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or slowdown, including any “sickouts.”
3. No lockout of employees shall be instituted by the DCHA during the term of this Agreement, except that the DCHA, in a strike situation, retains the right to close down any facility and provide for the safety of employees, equipment, or the public.

## **ARTICLE 3**

### **EMPLOYEE RIGHTS**

#### **Section A—Rights Guaranteed**

All bargaining unit employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations, as they apply to the DCHA. Bargaining unit employees shall be guaranteed the following rights:

1. The right to freely express their opinions on all public issues, including those related to the duties they are assigned to perform: provided, however, that the DCHA may promulgate reasonable rules and regulations requiring that such opinions be clearly disassociated from the DCHA' s policy.
2. The right to disclose information unlawfully suppressed, information concerning illegal or unethical conduct which threatens or which is likely to threaten public health and safety or which involves the unlawful appropriation of public funds, and information which would tend to impeach the testimony of persons appearing before District of Columbia or Congressional committees or the responses of such employees to inquiries from authorized District of Columbia or Federal government officials making such inquiries concerning the implementation of programs, information which would involve the expenditure of public funds, and the protection of the constitutional rights of citizens and the rights of employees under laws, rules and regulations for the protection of the rights of employees: provided, however, that nothing in this Agreement shall be construed to permit the disclosure of the contents of personnel files, personal medical reports, or any other information in such a manner as to invade the individual privacy of an employee or citizen of the United States.
3. The right to communicate freely and openly with members of the District of Columbia City Council and to respond fully and with candor to inquiries from committees of the Council, and from members of the Council: provided, however, that nothing in this section shall be construed to permit the invasion of the individual privacy of another employee or any citizen of the United States.
4. The right to assemble in public places for the free discussion of matters of interest to themselves and to the public and the right to notify, on their own time, fellow employees and the public of such meetings.
5. The right to humane, dignified, and reasonable conditions of employment, which allow for personal growth and

self-fulfillment, and for the unhindered discharge of job responsibilities.

6. The right to individual privacy: provided, however, that nothing in this section shall limit in any manner an employee's access to his or her own personnel file, medical report file, or any other file or document concerning his or her status or performance within the DCHA.
7. Bargaining unit employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

### **Section B—Employees' Rights to Organize**

1. The DCHA and the Union agree that bargaining unit employees have the right to join, organize, or affiliate with, or to refrain from joining, organizing, or affiliating with the Union. This right extends to participating in the management of the Union, or acting as a representative of the Union, including representation of its views to the Executive Branch, Council or other appropriate governmental authority.
2. Bargaining unit employees shall be free from interference, restraint, coercion and discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and labor-management cooperation.

### **Section C—Employee Protections**

1. Nothing in this Agreement is intended to waive the legal rights of any bargaining unit employees unless clearly and unequivocally expressed herein.
2. Instructions and guidances shall be given in a reasonable and constructive manner and in an atmosphere that will avoid unnecessary embarrassment before other employees or the public.
3. The DCHA shall not retaliate against any employee for the exercise of his/her rights under this Agreement or any applicable laws, rules or regulations.

**ARTICLE 4**  
**MANAGEMENT RIGHTS**

**Section A—Retention of Management Rights**

The DCHA shall retain the sole right, in accordance with applicable laws, rules and regulations:

1. To direct employees of the DCHA.
2. To hire, promote, transfer, assign, and retain employees in positions within the DCHA and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. To relieve employees of duties because of lack of work or other legitimate reasons;
4. To maintain the efficiency of the operations entrusted to DCHA;
5. To determine the mission of the DCHA, its budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work; or its internal security practices; and
6. To take whatsoever actions may be necessary to carry out the mission of the DCHA in emergency situations.

**Section B—Union’s Grievances of Alleged Violations of Management’s Exercise of Rights**

Notwithstanding Section A above, the Union may grieve, if in exercising management’s rights, the DCHA allegedly violates any provisions of this Agreement or any District of Columbia Government-wide laws, rules or regulations applicable to the DCHA, which are grievable under this Agreement.

**ARTICLE 5**  
**DISTRIBUTION OF AGREEMENT**  
**AND ORIENTATION OF EMPLOYEES**

**Section A—Distribution of Agreement**

The DCHA shall print and distribute a copy of this Agreement to each individual in the bargaining unit within ninety

(90) days of the effective date of this Agreement. The costs associated with the reproduction of this Agreement shall be borne by the DCHA.

### **Section B—Orientation of New Employees**

When the DCHA conducts orientation sessions for new employees, thirty (30) minutes shall be allocated to the Union to make a presentation and distribute the Union's membership packet. The DCHA shall provide each new employee with a copy of this Agreement and other relevant information.

### **Section C—Notice of Orientation—Schedule**

The DCHA shall provide the Union with reasonable written advance notice of the date, time and place of each orientation session.

### **Section D—Identification of Union in Employee Handbook**

The DCHA shall include in any employee handbook it shall publish, the following statement:

Many employees of DCHA are represented by Local 2725 of the American Federation of Government Employees, AFL-CIO, which is the exclusive bargaining agent and representative. The Union is available to help and represent employees on any employment related matter. The Union office is located at 1133 North Capitol Street, N.E., Room G-2, and the telephone number is (202) 842-4540.

In the event the DCHA does not publish a new employee handbook for the duration of this Agreement, the above paragraph shall be printed and inserted in each existing employee handbook. In addition, the DCHA shall list the Union in each publication of its telephone directory.

## **ARTICLE 6**

### **NON-DISCRIMINATION**

#### **Section A—Discrimination Prohibited**

The DCHA and the Union agree not to discriminate for or against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of

race, color, religion, sex (including sexual harassment), national origin, age, physical handicap, marital status, political affiliation or other criteria prohibited by law. The DCHA recognizes its responsibility to promote and ensure equal employment for all persons on the basis of merit without discrimination based on race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation and to promote the full realization of Equal Employment Opportunity (“EEO”) through positive programs of affirmative action at every management level within the DCHA.

DCHA and the Union recognize that DCHA and all its employees must not discriminate in their interactions with DCHA’s residents, participants, program applicants or other persons doing business with DCHA.

### **Section B—Affirmative Action Plan**

In the development and implementation of its Affirmative Action Plan, and in accordance with applicable District of Columbia and Federal laws and regulations, the DCHA agrees to consider the following:

1. Procedures to allow for the redesigning of jobs to reflect the needs of the DCHA and the skills of bargaining unit employees;
2. Reasonable accommodations to the religious needs of bargaining unit employees; and
3. To ensure that any alleged discriminatory personnel management policies, procedures, or practices shall be handled in accordance with EEO procedures and statutes.

### **Section C—Distribution of Affirmative Action Plan and EEO Complaints Procedures**

The DCHA agrees to provide the Union with a copy of the DCHA’s Affirmative Action Plan and furnish each employee with a copy. The EEO complaint regulations and procedures will be published, posted and distributed to each employee as well as included in the Affirmative Action Plan. The parties agree that EEO complaints shall be processed in accordance with District law, rules and regulations. This does not preclude the non-EEO aspects of mixed grievances (where clear distinction can be made

and where such complaints are within the scope of the grievance procedure as defined within this Agreement) from going through the negotiated procedure.

### **Section D—Nondiscrimination in Union Representation**

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination.

### **Section E—Union and Management Advice on EEO Problems**

Through the procedures established for labor-management cooperation, each party shall advise the other of EEO problems of which they are aware or become aware. The DCHA shall ensure that problems brought to its attention under this Article shall be promptly remedied.

### **Section F—Sexual Harassment**

Sexual harassment is a form of sex discrimination, and is an unlawful employment practice under Title VII of the Civil Rights Act 1964, as amended. The DCHA and the Union recognize that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and adversely affects employee opportunities. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined in EEO rules governing complaints of discrimination in the District of Columbia Government (4 DCMR 199.1 (1995)):

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when;

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or
- (3) such conduct has the purpose of or effect of unreasonably interfering with an employee’s work performance or, creating an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to,

- (a) verbal harassment or abuse,
- (b) subtle pressure for sexual activity,
- (c) patting or pinching,
- (d) brushing against another employee's body,  
and
- (e) demands for sexual favors.

### **Section G—Prompt Reporting of Discrimination Complaints**

DCHA encourages prompt reporting of complaints of discrimination prohibited under this Article. All information regarding a complaint is confidential.

### **Section H—EEO Complaints**

The Executive Director or his designee shall be the deciding official in the sexual harassment complaint process. The Executive Director or his designee shall investigate all formal complaints of sexual harassment. Employees who experience sexual harassment should immediately notify their immediate supervisor. Employees who are not comfortable reporting incidents of sexual harassment to the immediate supervisor may notify the Director of Human Resources or his/her designee. All verbal reports of sexual harassment discrimination must be reduced to writing by either the complainant or the individual(s) designated to receive complaints, and be signed by the complainant. The complainant may file a complaint with the DCHA or the D.C. Office of Human Rights and/or the United States Equal Employment Opportunity Commission.

### **Section I—Retaliation Prohibited**

No complainant will be harassed, discharged, or retaliated against for filing a discrimination complaint.

### **Section J—Americans With Disabilities Act**

#### **1. Reasonable Accommodation Request**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) shall apply to all employees covered by this Agreement.

Reasonable accommodations requested by the employee under the ADA and Section 504 shall be in writing. Human Resources shall provide assistance to any employee who needs help

in writing his/her request. The request should state the nature of the disability, the limitations imposed by the employee's disability, how those limitations could be overcome with a reasonable accommodation, and the accommodation sought. All requests shall be signed by the employee, and shall be forwarded to his/her supervisor and the Human Resources Director. The DCHA shall process such requests in a prompt manner.

DCHA examines the employee's job and determines its purpose and essential functions. The employee shall be consulted to determine his/her physical or mental abilities and limitations as they relate to the job's essential functions. If, after reviewing the employee's request, the Human Resources Director or designee cannot make a determination of whether the employee is a qualified individual with a disability, he/she shall request further medical information and/or a medical examination of the employee. Such request shall be limited to whether the employee is disabled under the ADA and can perform the essential functions of the position with reasonable accommodation.

## **2. Reasonable Accommodation**

Once it has been determined that the employee is disabled under the ADA or Section 504, DCHA shall evaluate the accommodation proposed by the employee and, if reasonable, make the accommodation. If not acceptable, DCHA may offer an alternative that is comparable unless it is decided that the disability cannot be reasonably accommodated.

## **3. Status During Review**

While the employee is waiting for DCHA's decision on his/her request for a reasonable accommodation, he/she shall continue to work, if possible. If the employee is unable to continue to work in his/her current position, he/she shall be placed on sick or annual leave or granted leave without pay.

## **4. Legal Rights**

Nothing in this Article supersedes or waives any legal rights of an employee under the ADA.

Any employee who believes that he/she has been discriminated against on the basis of a disability may file an appropriate charge with DCHA's EEO Officer, the D.C. Human Rights Commission or the Equal Employment Opportunity Commission (EEOC). Such issues of discrimination are not subject to the grievance process.

## ARTICLE 7

### UNION SECURITY AND UNION DUES DEDUCTIONS

#### Section A—Applicability

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

#### Section B—Deduction of Union Dues From Members Pay

The DCHA agrees to deduct Union dues from each bargaining unit employee's bi-weekly pay upon authorization on designated authorization forms. Union dues withholding authorization may be canceled upon written notification to the Union and the DCHA thirty (30) days prior to each annual anniversary of the effective date of this Agreement, regardless of the provisions of the authorization form. When Union dues are canceled, the DCHA shall withhold a service fee in accordance with Section C of this Article.

#### Section C—Deduction of Service Fees From Non-Union Members Pay

Because the Union is responsible for representing the interests of all bargaining unit employees, without discrimination and without regard to Union membership, (except as provided in Section E below), the DCHA agrees to deduct a service fee from the bi-weekly pay of each bargaining unit employee who does not join the Union without a written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$0.05) per deduction per pay period. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall continue to be implemented in accordance with procedures established by the DCHA and this Article. Employees who enter the bargaining unit shall have the service fee or Union dues withheld by the DCHA within two (2) pay periods of his/her date of entry on duty or authorization.

#### Section D—Service Fee Equals Dues

The service fee applicable to non-union members shall be equal to the bi-weekly union membership dues that are attributable to representation.

### **Section E—Start of Dues Deduction**

Within two (2) pay periods following the submission of an employee's application for membership and dues check-off, the DCHA shall start deducting Union dues from the employee.

### **Section F—Stop Dues Deduction**

Within two (2) pay periods following the effective date of an employee's separation from the bargaining unit, the DCHA shall stop deducting Union dues or service fees from the affected employee.

### **Section G—Payment of Dues or Service Fees Not Condition of Employment**

Payment of dues or service fees shall not be a condition of employment

### **Section H—DCHA Indemnified**

The DCHA shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

## **ARTICLE 8**

### **UNION REPRESENTATION**

#### **Section A—Recognition of Union Representatives and Officials**

DCHA shall recognize up to, but not exceeding, twenty-five (25) Union officers and stewards. DCHA shall also recognize appropriate Union officials and non-employee Union officials as authorized representatives of the Union.

#### **Section B—Union Listing of Representatives and Officials**

The Union will furnish the DCHA a written list of officials, stewards, and authorized employee representatives and submit changes as they occur. Recognition will be given to those representatives whose names have been submitted to the DCHA.

#### **Section C—Representation by Union Stewards**

Union stewards are authorized to perform and discharge the duties and responsibilities of their position as they relate to representing the bargaining unit employees. Requests by stewards

to meet with bargaining unit employees or requests of bargaining unit employees to meet with stewards shall not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited, and the general nature of the Union business to be conducted.

### **Section D—Notice of Change in Assignments for Union Representatives**

The DCHA shall make every reasonable effort to notify the Union no later than five (5) work days prior to placing Union representatives on special assignments and/or details or making shift changes. In the case of reassignments or transfers, the requirements of Article 16 shall apply. In no case shall such action be taken as a means of punishment or retaliation.

### **Section E—Permission to Transact Labor-Management Business**

1. A Union representative, when leaving work to transact permissible labor-management business during work hours, the representative shall first request permission from higher immediate supervisor. The Union and bargaining unit employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the DCHA agrees that such permission for release shall not be unreasonably delayed.
2. A union representative's request for time to perform official union duties for up to four (4) hours shall be granted immediately, if possible. If the request cannot be granted immediately due to work load and or scheduling conditions, the employee shall be released within twenty-four (24) hours of the request.
3. If the request is for more than four (4) hours, the employee shall be released immediately if possible. If the request cannot be granted immediately, the supervisor shall promptly advise the employee when the request shall be granted; however, the union representative shall be released within two (2) workdays.
4. When the request for release to perform official duties cannot be granted immediately, the union representative shall be allowed to contact the appropriate person or the union

office in order to provide information regarding when the request shall be granted.

### **Section F—Notice to Supervisor of Visit by Union Representative**

Upon entering a work area other than his/her own the Union representative shall advise the appropriate supervisor of his/her presence and the name of the employee he/she desires to visit. In the event the Union representative wishes to visit a work area, but not to meet with a bargaining unit employee, he/she must notify the appropriate supervisor upon arrival.

### **Section G—Labor-Management Activities on Official Time**

Union representatives who are unit employees shall be permitted official time to engage in the following labor-management activities:

1. Assist employees in the preparation and/or presentation of grievances, complaints or appeals;
2. Advise employees on rights and privileges under this Agreement and applicable laws rules and regulations.
3. Arrange for witnesses and obtain other information or assistance relative to a grievance or appeal;
4. Consult with DCHA officials to provide mutual cooperation; and
5. Conduct and/or participate in other legitimate labor-management business.

### **Section H—Scheduling of Grievance Representations**

The Union agrees that grievances should preferably be investigated, received, processed and presented during the first and last hour of the grievant's scheduled tour of duty unless otherwise authorized. The DCHA recognizes that this is not always practicable and will not prevent Union representatives from representing employees at other times consistent with the provisions of this Agreement.

### **Section I—DCHA's Approval of Union Meeting Attendance**

The DCHA reserves the right to grant permission for attendance at Union meetings during work hours when such

assemblage is in the interest of DCHA, provided that release of employees will not unduly interrupt the work force in the judgment of the DCHA.

### **Section J—Retaliation Prohibited**

The DCHA shall not punish or retaliate against employees for performing permissible labor-management business.

## **ARTICLE 9**

### **GRIEVANCE PROCEDURE**

#### **Section A—Purpose of Grievance Procedure**

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances. Therefore, the DCHA and the Union retain the right to settle any grievance in the enforcement of this Agreement. The DCHA shall ensure that all settlements reached with respect to grievance resolutions and other matters regarding the enforcement of this Agreement shall be implemented.

#### **Section B—Definition of Grievance**

A grievance is a complaint by a party or parties that:

1. There has been a violation, misapplication, or misinterpretation of this Agreement;
2. That there has been a violation or misapplication of the appropriate term(s) and condition(s) of this Agreement, or
3. There has been a violation or misapplication of any law, rule or regulation which affects the term(s) or condition(s) of employment under this Agreement.

#### **Section C—Presentation of Grievance**

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level.

##### **1. Grievance Categories:**

###### **A. *Personal:***

- (1) A grievance of a personal nature requires the signature of the aggrieved employee at Step 2 even if the grievant is represented by the Union. If an individual

grievant proceeds without Union representation, the Union shall be given the opportunity, pursuant to advance notification by DCHA, to be present, and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties or of any adjustment, decision or response made by the DCHA must be sent to the Union within ten (10) days.

- (2) Grievances filed in response to disciplinary suspension(s) or removal(s) shall be appealed directly to Step 3 within twenty (20) workdays of the effective date of the action. Grievances filed under this provision shall contain all information required in Section D 2 a (1) through (5) of this Article.
- B. *Class*: A grievance involving all the employees in the bargaining unit must be filed and signed by the Union President, directly at Step 3 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to all unit employees. A class grievance must contain all of the information specified in Section D 2 a (1) (2) (3) and (5) of this Agreement. The Executive Director or his designee shall respond in writing within twenty (20) working days of its receipt.
- C. *Group*: When a grievance involves a group of bargaining unit employees within the DCHA, the grievance may be filed by:
- (1) The group of employees at the appropriate step of the grievance procedure where resolution is possible. The grievance shall bear the signature of the affected employees; or by
  - (2) The Union, on behalf of the employees at the step where resolution of the grievance is possible. The Union shall describe and identify the group on whose behalf it is filing the grievance.

A grievance filed by a group of employees or by the Union on behalf of a group of employees shall contain all of the information specified in Section D 2 a (1) through (5) of this Article, except that a grievance filed by the Union shall bear the signature of the president or the president's designee instead

of the signature of the affected employees. Any final decision or settlement of a group grievance shall be binding only on the group as identified therein.

In the event the group is not represented by the Union, the Union must be given the opportunity, pursuant to advance notification, to be present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties or of any adjustment, decision or response made by the DCHA must be sent to the Union within ten (10) days.

### **Section D—Procedural Steps**

#### 1. (Step 1).

- a. Except for grievances filed in response to disciplinary actions, which are appealed in accordance with Section C 1 A (2) of this Article, the Union with or without the aggrieved employee, shall discuss the grievance with the employee's immediate or acting supervisor within twenty (20) workdays of the event giving rise to the grievance, or within twenty (20) work days of the employee's or Union's knowledge of such event. A step 1 grievance may be initiated in writing or orally.
- b. The supervisor shall make a Decision on the grievance and reply to the employee and his/her representative within ten (10) workdays after the Step 1 discussion of the grievance.

#### 2. (Step 2).

- a. If the grievance is not settled, the Union with or without the employee, shall submit a signed, written grievance to the appropriate management official within ten (10) workdays following the supervisor's Step 1 response. The appropriate management official shall be at an administrative level that reports directly to the Executive Director (i.e. Deputy Executive Director or Department Director).

The grievance at this and subsequent steps shall, contain:

- (1) Description of the nature of the grievance;
- (2) The date(s) on which the alleged violation occurred;

- (3) A statement of the remedy or adjustment sought;
    - (4) Authorization by the employee if Union representation is desired, except as specified in Section C 1 B of this Article; and/or Article 10 Section E 2 (c).
    - (5) The signature of the aggrieved employee and the Union representative, if applicable, according to the category of the grievance.
  - b. If the grievance does not contain the required information, the grievant and his/her representative shall receive written notice of each deficiency and such deficiencies must be corrected within five (5) workdays.
  - c. The Step 2 management official shall submit a signed, written grievance response to the employee and to his/her Union representative within ten (10) workdays of its receipt. If the aggrieved employee is not represented by the Union, the Step 2 management official must send a copy of the Step 2 response to the Union within ten (10) workdays of receipt of the Step 2 grievance.
3. (Step 3).
- a. If the grievance remains unsettled the Union, with or without the employee, shall submit it to the Executive Director within ten (10) work days following receipt of the Step 2 response.
  - b. Within fifteen(15) work days following receipt of the Step 3 grievance, the Executive Director or his/her designee shall meet with the aggrieved employee's representative to attempt to resolve the grievance.
  - c. The Executive Director shall respond in writing to the employee and his/her representative within seven (7) workdays following the Step 3 meeting. If the employee is not being represented by the Union, the Executive Director must send a copy of the Step 3 response to the Union within ten (10) workdays of the Step 3 meeting.
4. (Step 4).
- a. The Union may appeal an unresolved grievance to Arbitration after receipt of an unsatisfactory Step 3 Decision.

- b. The Union shall provide the Executive Director with written notice of its intent to arbitrate a grievance within twenty (20) workdays of receipt of the unsatisfactory Step 3 response.
- c. Only the Union can advance a grievance to arbitration except in the instance of disciplinary actions as described in Article 10, Section C. (e) 7.

### **Section E—Arbitration**

1. *Selection of an Arbitrator:* Within seven (7) work days from the DCHA's receipt of the arbitration request, the moving party shall solicit a panel of seven (7) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the FMCS or AAA panel, the parties shall select a mutually agreeable arbitrator. If the list does not contain a mutually agreeable arbitrator, then each party shall alternatively strike names from the panel until one (1) remains.

If, before the selection process begins, either party maintains that the panel of arbitrators is unacceptable, a request for a new panel from the FMCS or AAA shall be made. Subsequent requests can be made until the parties receive an acceptable panel.

If either party refuses to participate in the selection of an arbitrator, FMCS or AAA have the authority to appoint one, upon the request of the opposing party.

2. *Hearing Site:* The DCHA shall provide the hearing site, which must be agreeable to both parties. If any additional costs are involved, they shall be borne equally by the parties.
3. *One Grievance:* The arbitrator shall hear and decide only one (1) grievance in each case unless the parties mutually agree to consolidate grievances or in the case of expedited grievances.
4. *Informality:* The arbitration hearing shall be informal and the rules of evidence shall not strictly-apply.
5. *Hearing Closed:* The hearing shall not be open to the public or persons not immediately involved.

6. *Sequester*: Witnesses shall be sequestered at the request of either party.
7. *Record*: Either party has the right to record the hearing and to have a verbatim stenographic record made at his/her own expense. The expense may be shared upon mutual agreement.
8. *Statement of Issues*: The parties shall attempt to submit a joint statement of the issue or issues to the arbitrator.
9. *Witness Lists*: The parties shall exchange witness lists either orally or in writing prior to the date the hearing is commenced.
10. *Written Award*: The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasoning, and conclusions within thirty (30) days after the conclusion of the hearing or within thirty (30) days after the arbitrator receives the briefs, if filed, whichever is later.
11. *Arbitrator's Jurisdiction*: The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement through the award. The arbitrator shall confine his/her award to the issue(s) presented.
12. *Remedies*: The arbitrator shall have the full authority to award appropriate remedies.
13. *Binding Arbitration*: The arbitrator's award shall be binding upon both parties.
14. *Fees and Expenses*: A statement of the arbitrator's fee and expenses shall accompany the award. DCHA will bear seventy-five percent (75%) and the Union twenty-five percent (25%) of the Arbitrator's costs, fees and expenses. In the event that the Union declines to process a grievance regarding matters that were heretofore appealable to the Office of Employee Appeals, the employee shall have the option of arbitrating the dispute without Union representation and the DCHA shall bear the entire Arbitrator's costs, fees and expenses.
15. *Appeal*: Either party may appeal the arbitration award in accordance with the applicable law and regulations.

## **Section F—Scheduling Priorities**

A grievance concerning a disciplinary action; reduction in force; performance ratings; erroneous employee payments; privacy and employee records management; or deciding the classification of a position; shall have scheduling priority. Unresolved grievances over disciplinary actions involving no more than a suspension for thirty (30) days or less shall be submitted for expedited arbitration.

## **Section G—Expedited Arbitration**

The intent of expedited arbitration is to maximize expedition and minimize costs. When needed, the parties shall request expedited arbitration panels from the AAA or FMCS. The first available arbitrator shall be selected. Proceedings shall be informal. No briefs shall be filed or transcripts made. There shall be no formal rules of evidence. The hearing shall normally be completed in less than one day and the arbitrator shall hear as many grievances as possible within his/her scheduled date(s). Decisions shall, if possible, be issued from the bench, but shall be followed by the issuance of brief written award(s). Expedited arbitration awards shall not be considered as a precedent in any future case.

## **Section H—General Arbitration Rules**

1. All time limits shall be strictly observed unless the parties mutually agree to extend said time limits.
2. The arbitration of grievances shall be conducted at a time and place that will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Witnesses shall be present only for the time necessary for them to present evidence. When discussions and hearings required under this procedure are held during the work hours of the participants, all bargaining unit employees entitled to be present shall be excused with pay for that purpose. An employee whose tour of duty is other than a regular work week shall have his/her tour of duty adjusted to be placed in a tour of duty status for any hearing at which he/she, has been called as witness.
3. If either party considers a grievance to be either substantively or procedurally non-grievable or non-arbitrable, that party shall so notify the other party prior to the date of the

hearing. Issues of procedural or substantive arbitrability raised in accordance with Section H. 3 of this Article shall be presented first at the arbitration hearing.

## **Section I—Back Pay Penalty**

### **1. Payment of Awards/Settlements**

Arbitration awards or settlements which involve back pay shall be paid within sixty (60) days of the date of the decision or settlement unless the decision or settlement requires a longer time or periodic payments. In the event DCHA is entitled to a credit for compensation earned by the employee while out, the sixty (60) days will begin when the Union has provided proof of the amount earned (e.g., a W-2 form or pay stubs) to DCHA. The payment shall be accompanied by a printout showing how the back pay amount was calculated.

### **2. Penalty**

If the arbitration or settlement agreement is not paid within sixty (60) days of the date of the decision or settlement, DCHA shall incur penalty charges of five percent (5%) per year on the amount of the award, beginning on the sixty-first day after the award is made or the date of any settlement.

## **ARTICLE 10 DISCIPLINE**

### **Section A—Applicability**

The provisions of this Article apply to each bargaining unit employee of the DCHA, with the exception of probationary and temporary employees.

### **Section B—Definitions**

*Admonition*—Any verbal warning, job discussion, counseling session, etc., indicating disapproval of a specific act, infraction or violation of policy, that is usually given by the employee's immediate supervisor or other appropriate management official.

*Days*—Workdays, unless otherwise specified.

*Disciplinary Action*—A reprimand, suspension, reduction in rank, grade or pay, or removal.

*Nexus*—A reasonable connection between the conduct of an employee and the ability of the employee to perform his or her job or the ability of DCHA to perform effectively.

*Reduction in grade*—An involuntary personnel action which changes an employee, while continuously employed, to a grade level with a lower representative rate.

*Reduction in pay*—An involuntary personnel action that reduces an employee's scheduled pay rate.

*Removal*—The involuntary separation of an employee for cause as defined in Article 10, Section C. 4.

*Reprimand*—A written statement that is usually issued by the employee's supervisor to censure an employee for a specific act or violation of one (1) or more of the causes set forth in the Table of Appropriate Penalties in Appendix A of this Agreement, but which does not impose a reduction in grade or pay, a suspension, or a removal.

*Suspension*—The placing of an employee in a temporary non-duty, non-pay status for cause.

## **Section C—Principles of Discipline**

### 1. Administration.

- a. In the administration of this Article, a basic principle shall be that discipline shall be corrective in nature, rather than punitive.
- b. Except in cases of serious infractions that warrant immediate discipline, disciplinary actions must be progressive in nature.
- c. Disciplinary action(s) must be initiated promptly, and may not be issued more than forty-five (45) days from the date DCHA knew or should have known of the alleged offense.
- d. No employee may be reprimanded, suspended, reduced in rank, grade or pay, or removed (except by reduction-in-force) except for just cause. The causes for which a disciplinary action may be taken include, but are not necessarily limited to, the infractions or offenses as stated in the Table of Appropriate Penalties set forth in Appendix A of this Agreement.
- e. The Table of Appropriate Penalties provides a range of penalties appropriate for an offense. The DCHA shall not be restricted absolutely by the range of penalties as provided. An infraction or offence which is not listed may be the basis for a disciplinary action if it is shown

to be an instance of one or more of the causes listed in the Table of Appropriate Penalties, subject to the following:

- (1) When a disciplinary action is taken for Cause # 16, “ Other Conduct” or Cause #22, “Conviction of a Misdemeanor,” the disciplinary action shall be based on a finding that:
  - a. The employee engaged in the alleged conduct during duty or off-duty hours, when such evidence is relevant to assessing a penalty; and
  - b. The conduct would have or has had adverse impact on DCHA’s ability to perform effectively. Adverse impact shall be presumed for the on-duty conduct as stated in Causes # 1 to # 4.
- (2) In selecting the appropriate penalty to be imposed in a disciplinary action, consideration shall be given to any contributing mitigating or aggravating circumstances. The results of such consideration shall be in writing and shall be placed in the disciplinary action file.
- (3) DCHA shall insure that the employee, the employee’s representative(s), and witnesses shall have freedom from restraint, coercion, interference on or reprisal by the DCHA or its employees during the investigation, preparation and presentation of the employee’s appeal of a disciplinary action.
- (4) In showing that an employee’s conduct would have or has had adverse impact on DCHA’s ability to perform effectively, DCHA must demonstrate nexus. Nexus which is relied upon must be set forth in the disciplinary action.
- (5) A conviction of a misdemeanor, a plea of guilty, a finding of guilt, or a conviction following a plea of nolo contendere shall constitute prima facie evidence of the elements of the misdemeanor. If the employee disputes the evidence used by the DCHA, the burden of proof then rests with the employee against whom the action is proposed, based upon a preponderance of the evidence, to

show that he or she did not engage in the conduct which resulted in the conviction, finding of guilt, or plea.

- (6) Except as provided in Section D. 2. A. (2) of this Article, a disciplinary action, shall not be cited after three (3) years from the effective date of the action, unless an arbitrator, the Executive Director, a court of competent jurisdiction, the Office of Human Rights, or other competent tribunal orders that the action be removed prior to three (3) years.
- (7) Bargaining unit employees have the right to grieve disciplinary actions taken for cause through the grievance procedure set forth in Article 9 of this Agreement, which is the exclusive appeal procedure for DCHA bargaining unit employees. If the Union declines to process the grievance to arbitration under the provisions of Article 9, the employee has the right to have the grievance heard by an arbitrator and the DCHA shall bear the arbitrator's costs, fee and expenses.
- (8) The material upon which a disciplinary action is based, and which is relied upon to support the action, including witness statements, documents, and reports of investigations or extracts there-from, shall be assembled and given to the employee and the employee's representative, along with the disciplinary action. Material which cannot be disclosed to the employee, the employee's representative, or the employee's designated physician shall not be used to support the disciplinary action. The disciplinary action shall inform the employee of his or her right to file a grievance in accordance with the provisions of Article 9 of this Agreement. A copy of the disciplinary action and all supporting documents shall be provided to the Union on or before the date that it is provided to the employee.
- (9) (a) Time limits for filing a grievance appeal in response to a disciplinary action shall begin on

the effective date of the disciplinary action in accordance with Article 9, Section C 1 A (2).

- (b) Disciplinary actions shall be served on the employee either in person or by certified or registered mail, return receipt, or by another commercial delivery service that provides for proof of service. A copy of the proof of service shall be provided to the Union upon receipt.
- (10) (a) The employee to whom the disciplinary action is issued shall be asked to acknowledge its receipt. If the employee refuses to acknowledge receipt, an appropriate written statement, signed by a witness, may be used as evidence of service.
- (b) If the employee is not in a duty status, the disciplinary action shall be sent to the employee's last known address, recorded in the employee's Official Personnel File (OPF), by certified or registered mail, return receipt requested or by another commercial delivery service that provides for proof of service, a copy of the proof of service shall be provided to the Union within two (2) days of receipt.
- (11) If the employee who receives a disciplinary action is in a pay status, the employee shall be entitled to a reasonable amount of official time, not to exceed ten (10) hours of official time, to assist the employee's representative with preparation of a grievance in defense of the disciplinary action.
- (12) When an employee against whom a disciplinary action is taken does not request Union representation, the employee shall have the right to be accompanied, represented, or advised by an attorney, or another representative of his or her choice in the preparation and/or presentation of the employee's grievance response to the disciplinary action.

## **Section D—Admonitions and Discipline**

### **1. Admonition**

- a. If reason exists to admonish an employee for a minor infraction, the admonishment must be given in private in order to avoid unnecessary embarrassment to the employee and/or others. An admonition is generally issued by the employee's immediate supervisor and advises the employee that future violations of a same or similar nature may result in disciplinary action.
- c. An admonition is not a disciplinary action and is not included in the employee's Official Personnel or Disciplinary Record.
- d. An admonition is not grievable and may not be cited in subsequent disciplinary actions, except that an admonition may be used as evidence to rebut an employee's assertion that he or she did not receive a warning or corrective guidance prior to a disciplinary action.
- e. The employee may respond in writing to the admonition, which shall be made a part of any record kept by the supervisor.

### **2. Discipline**

#### **a. Reprimand**

- (1) A reprimand may not be issued unless it has been reviewed and approved by a management official who is at least one level higher than that of the issuing official. The approval shall be in writing, shall be included in the official record, and shall be provided to the employee and the employee's representative in accordance with Section C 1 (e) 8 of this Article.
- (2) A reprimand shall be considered a prior offense and may be cited as prior disciplinary record within two (2) years of the effective date of the reprimand unless an arbitrator, the Executive Director, a court of competent jurisdiction, the Office of Human Rights orders removal of the action prior to two (2) years.
- (3) A reprimand is grievable in accordance with the provisions of Article 9, Section C 1 A of this Agreement.

b. Suspension of Fourteen (14) Calendar Days or Less

- (1) A suspension of fourteen (14) calendar days or less may not be issued unless it has been reviewed and approved by a management official who is at least one level higher than that of the issuing official. The approval shall be in writing, shall be included in the official record, and shall be provided to the employee and the employee's representative in accordance with Section C 1 (e) 8 of this Article.
- (2) The employee against whom a suspension in accordance with item (1), above, is initiated shall be served with written notice of the charges and shall be informed that he or she will be suspended after fifteen (15) calendar days. The employee shall remain on the job or shall be in a paid leave status, at the option of the Employer, for fifteen (15) calendar days prior to the first day of the suspension.

c. Suspension of More Than Fourteen (14) days

- (1) A suspension of more than fourteen (14) calendar days may not be issued unless it has been reviewed and approved by a management official who is at least one level higher than that of the issuing official. The approval shall be in writing, shall be included in the official record, and shall be provided to the employee and the employee's representative in accordance with Section C, 1, (e), 8, of this Article.
- (2) The employee against whom the disciplinary action is initiated shall be served with written notice of the charges and shall be informed that he or she will be suspended after thirty (30) calendar days. The employee shall remain on the job or shall be in a paid leave status, at the option of the Employer, for thirty (30) calendar days prior to the first day of the suspension.

d. Removal

- (1) Except as provided in Section E of this Article, a removal may not be issued unless it has been reviewed and approved by a management official who is at least one level higher than that of the issuing official. The approval shall be in writing, shall be included in the

official record, and shall be provided to the employee and the employee's representative in accordance with Section C, 1, e, (8), of this Article.

- (2) The employee against whom the removal action is initiated shall be served with written notice of the charges and shall be informed that he or she will be removed after thirty (30) calendar days. The employee shall remain on the job or shall be in a paid leave status, at the option of the Employer, for thirty (30) calendar days prior to the effective date of the removal.
- (3) Employees subject to a removal action under these provisions shall be allowed to contact the union office prior to removal from the work place.
- (4) When an employee is immediately removed from the work place, the Union shall be informed in writing regarding the reasons at the time of removal from the work place.

e. Reduction in Grade or Reduction in Pay.

- (1) Reduction in grade or pay not be issued unless it has been reviewed and approved by the Director of Human Resources. The approval shall be in writing, shall be included in the official record, and shall be provided to the employee and the employee's representative in accordance with Section C, 1, (e), 8, of this Article.
- (2) The employee against whom the reduction in pay or grade is initiated shall be served with written notice of the reduction in pay or grade and shall be informed that the reduction in pay or grade will occur after thirty (30) calendar days.
- (3) Documentation of the reason(s) used to substantiate the reduction in pay or grade shall be provided to the employee and the employee's representative.
- (4) Reduction in pay or grade may be grieved in accordance with the provisions of Article 9 of this Agreement.

**Section E—Emergency Procedures**

1. Exceptions may be made to the notice requirements in Section D. 2. b. (2), Section D. 2. c. (2) and Section D. 2. d. (2) of this Article when the employee's conduct constitutes an

immediate hazard to DCHA, to the employee concerned, to other employees, or to the detriment of public health, safety or welfare. In such circumstances, a written determination of the employee's alleged conduct shall be prepared and shall be provided to the employee and the employee's representative, along with all supporting information and documentation, within fourteen (14) calendar days.

2. If, under the circumstances described in Section E 1, the employee's alleged infraction involves criminal conduct and is under active police investigation or prosecution, the employee may be immediately suspended by authorization of the Executive Director, and
  - a. The employee shall be advised of his or her right to Union representation, or to be represented by an attorney or other representative of choice.
  - b. Within five (5) calendar days of the effective date of the emergency suspension, the employee and the employee's representative shall be provided with a written statement of the reason(s) for the emergency suspension.
  - c. A grievance may be filed in defense of an emergency suspension within twenty (20) calendar days of placement in an off duty, non-pay status. The grievance shall be in compliance with the provisions of Article 9, Section D, 2, a, (1) (2) and (3). The grievance shall not require the signature of the employee, however, it shall require the signature of the Union President.
3. If, under the circumstances described in Section E 1, the employee's conduct does not involve allegation(s) of criminal activity, the employee may be immediately suspended by authorization of the Executive Director, and
  - a. The employee shall be advised of his or her right to Union representation, or to be represented by an attorney or other representative of choice.
  - b. Within five (5) calendar days the Employer shall suspend, remove, or return the employee to duty or to pay status, at the Employer's option.
  - c. Suspension or removal notices issued under these procedures shall comply with the provisions of Section C and E of this Article.

- d. A grievance may be filed in defense of an emergency suspension issued under these provisions within twenty (20) calendar days of receipt of the suspension or removal notice. The grievance shall be in compliance with the provisions of Article 9, Section D, 2, a, (1) (2) (3) (4) and (5).

## **ARTICLE 11**

### **LABOR-MANAGEMENT COOPERATION**

#### **Section A—Labor-Management Committee Meetings**

The DCHA and the Union shall establish a joint Labor-Management Committee that will meet on a monthly basis. The agenda for scheduled meetings shall be exchanged at least five (5) days prior to the meeting. In the absence of an agenda or notification five (5) days in advance, no meeting shall be held. Labor-Management Committee meetings shall be held with the Executive Director or his/her designee.

#### **Section B—Composition and Business of Committee**

The Committee shall be composed of five (5) members representing the Union and five (5) members representing the DCHA.

The Labor-Management Committee shall exchange views and consider and make recommendations to the DCHA about policies and practices related to working conditions, terms of employment, compensation and the implementation of this Agreement. The Committee shall also discuss matters of common interest to both parties, or other matters which either party believes will contribute to the improvement of relations between them.

It is understood that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings, nor shall the meeting be for any other purpose which will modify, add to, or detract from the provisions of this Agreement.

Upon request of either party, other meetings of the Committee may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

#### **Section C—Official Time for Union Attendance**

The Union's appointees to the Labor-Management Committee shall be granted official time to attend the above-described

meeting when the conferences occur during the regular working hours of the employees. To the extent possible, the Union shall notify the DCHA at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of an appointed member.

### **Section D—Attendance of Other Persons**

Each party may have other persons attend meetings, including appointed members of the committee who are not employees of the DCHA. However, such representatives shall not exceed two (2), unless otherwise mutually agreed upon.

### **Section E—Summary**

A brief summary of the matters discussed and any understandings reached at all meetings, as well as the positions taken by the parties in a disagreement, will be prepared by a recorder appointed at each meeting, and the summary will be initialed by both sides.

## **ARTICLE 12**

### **EMPLOYEE LISTS AND INFORMATION**

#### **Section A—Information Provided by DCBA**

Within thirty (30) days after the effective date of this Agreement the DCHA will provide the Union with separate lists of all employees in the bargaining unit and in the excluded categories described in Article 1. The list shall include the following information:

1. Name;
2. Job title, series and grade;
3. Responsibility Center Code;
4. Service Computation Date;
5. Not to exceed dates for term employees;
6. Type of appointment and status.

This list shall be updated quarterly. If the list is not provided in a timely fashion, the Union shall submit a written request to the DCHA for the list.

## **Section B—Information Provided to Union**

The Union shall receive the following information:

1. A list of new hires, separations, transfers, reassignments, and details in excess of sixty (60) days, to be provided quarterly;
2. EEO Reports, as they are printed; and
3. Merit Staffing Vacancy Announcements, as they are posted.

## **Section C—Position Descriptions**

1. Within thirty (30) days of execution of this Agreement the DCHA shall provide the Union with an approved, standardized copy of the position description for each job category in and outside the bargaining unit.
2. Changes to established position descriptions and newly created position descriptions shall be provided to the Union prior to implementation.

## **Section D—Decertification of Bargaining Unit Positions**

The DCHA shall notify the Union immediately if any bargaining unit position is decertified from the bargaining unit.

## **Section E—DCHA Administrative Updates**

The DCHA agrees to provide the Union with a copy of updates and changes to the DCHA administrative issuances which affect working conditions and/or the compensation of bargaining unit employees, as they are issued. The DCHA recognizes its obligation to provide advance notice of any proposed changes in working conditions not already covered by this Agreement.

## **Section F—Reorganization/Realignment**

The DCHA will notify the Union of reorganization/realignment plans within the DCHA prior to implementation.

## **Section G—Requests for Information**

Upon request by the Union, DCHA shall provide all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement, including information necessary to determine whether to file or continue processing of a grievance.

## **ARTICLE 13**

### **FACILITIES AND SERVICES**

The DCHA agrees to the use of facilities for meeting purposes for the Union subject to the following conditions:

1. Meetings will be held before the start of business, during lunch periods, or after close of business.
2. The use of facilities will not involve any additional expense to the DCHA other than the normal expenses which are incurred for items such as heating and lighting.
3. The Union will request, in writing, the use of DCHA facilities for the purpose of Union meetings no later than two (2) working days in advance of the requested meeting date. The DCHA will reply within two (2) working days of the initial request.
4. The Union recognizes its responsibility when using DCHA facilities to observe all applicable security and public safety regulations and to conduct its meetings in an orderly manner so as not to interfere with normal work operations. The Union assumes responsibility for all damages to DCHA property occasioned by its use, and agrees to leave the facility in a clean and neat condition.

## **ARTICLE 14**

### **BULLETIN BOARDS**

The DCHA agrees to provide a reasonable amount of space on existing or new bulletin boards in areas commonly used by employees in the bargaining unit. The Union shall use this space for the purpose of advising members of meetings and any other legitimate Union information.

## **ARTICLE 15**

### **SAFETY, HEALTH, AND COMFORT**

#### **Section A—Responsibilities**

The DCHA shall provide employees with reasonably safe and healthful working conditions, in accordance with applicable District and Federal workplace safety and health laws. The

DCHA shall ensure the implementation and enforcement of all applicable District and Federal health and safety laws, rules and regulations. Employees are responsible for performing their duties in a safe manner.

### **Section B—CPR Training/First Aid**

The DCHA shall offer training in cardiopulmonary resuscitation (CPR) and first aid, at no expense to the employee. The DCHA shall provide first aid kits that shall be readily available to all DCHA employees at their worksites and shall be in each DCHA emergency vehicle. The names, work telephone numbers and work locations of all employees trained in CPR techniques and first aid shall be provided to the Union, shall be posted in employee work areas, and shall be included in the DCHA's telephone book.

The DCHA and the employees will cooperate in ensuring that all first aid kits are maintained properly.

### **Section C—Restrooms, Shower Rooms, etc.**

The DCHA shall provide and maintain clean, sanitary and stocked restroom facilities for all employees. Shower rooms and related facilities shall be repaired and maintained in good condition.

### **Section D—Asbestos and/or Other Hazardous Substances—Notification and Removal**

1. The DCHA shall make every effort, within a reasonable period of time, to remove asbestos from all worksites as required by law. The DCHA shall provide to the Union a list of worksites that are known or suspected to have asbestos. Employees who are known to have been exposed to asbestos shall be entered into a medical monitoring program aimed at early detection of physical problems related to asbestos.
2. The DCHA agrees to provide to potentially exposed bargaining unit employees and the Union all information available to the DCHA concerning hazardous substances.
3. A list of all chemicals used by the DCHA along with their generic names shall be provided to the Union on an annual basis and when use of a hazardous substance is

discontinued or use of a new substance is initiated. Such listing shall indicate chemical use by work area.

4. Within budgetary limitations, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

### **Section E—Safety, Safety Equipment and Procedures**

1. The DCHA agrees to maintain the workplace and its equipment in good condition. Deficiencies in this area shall be identified and corrected.
2. (a) The DCHA shall acquire, maintain, and require employees to use safety/protective equipment to protect them from hazardous conditions encountered during the performance of official duties.  
  
(b) The Union may recommend new protective clothing and equipment and modifications to existing equipment for consideration by the DCHA. The Union shall also be consulted prior to purchase of major new equipment and/or devices impacting upon working conditions and/or personnel.
3. (a) The Union agrees to promote safety and encourage employees to follow safety procedures.  
  
(b) The Union and the DCHA shall make every effort to prevent accidents. If accidents occur, the prime consideration will be the welfare of the injured employee. In an emergency the DCHA shall promptly contact the appropriate emergency response authority. (e.g. DCHAPD, DCEMS, DCMPD, etc.) As promptly as the situation allows, accidents are to be reported to the supervisor by the injured employee and/or his/her coworkers. The supervisor must report injuries to the Office of Risk Management.
4. The DCHA shall prepare and post instructions for evacuation of all DCHA work sites in case of emergency.
5. (a) The DCHA agrees to take such steps as are necessary to ensure the safety of employees who are required to work alone and will immediately implement security/safety measures affecting these employees.

- (b) DCHA shall ensure that these procedures are known and followed by all employees.
- (c) The DCHA agrees to revise and/or implement security/safety measures for the protection of employees, as needed.
- (d) Continuous review of security/safety measures shall be the joint responsibility of the DCHA and the Union.
- (e) The DCHA and the Union mutually recognize the need for protection of employees from assault and intimidation at the workplace and will work cooperatively to obtain appropriate protective measures.

### **Section F—Weather Conditions**

In the event of excessive temperature or equipment failure, nonessential employees may be reassigned or released in accordance with DCHA procedures. For purposes of determining excessive temperatures which will warrant the release of nonessential employees, the following shall be a temperature and humidity reference guide:

- 95 degrees Fahrenheit—55% humidity (minimum)
- 96 degrees Fahrenheit—52% humidity
- 97 degrees Fahrenheit—49% humidity
- 98 degrees Fahrenheit—45% humidity
- 99 degrees Fahrenheit—42% humidity
- 100 degrees Fahrenheit—38% humidity

During extreme weather conditions, the DCHA agrees that adversely affected nonessential employees working inside buildings where the temperature is eighty seven (87) degrees or higher or fifty (50) degrees or lower for four (4) consecutive hours, as verified by the Union and Human Resources, shall be dismissed or relocated, at the option of the DCHA.

During periods of severe weather the Executive Director may, after consideration of information from the U.S. National Weather Bureau and or other appropriate sources, determine that nonessential employees who are required to work outside shall not be required to perform those duties

## **Section G—Maintenance of Vehicles**

Employees shall promptly report all defective equipment and/or deficiencies in maintenance of vehicles to the appropriate supervisor for corrective action. DCHA employees shall not be required to drive or be a passenger in any DCHA vehicle that has a serious safety deficiency. DCHA vehicles shall be subject to District of Columbia safety inspection at the prescribed time(s).

## **Section H—Reporting Unsafe Conditions**

1. When an employee identifies what he/she believes to be in an unsafe or unhealthy working condition, the employee shall notify his/her supervisor, who shall investigate the matter immediately and take prompt and appropriate corrective action.
2. DCHA employees shall not be required to perform duties in unsafe and/or unhealthy working conditions, however the supervisor may require the employee(s) to perform their duties in another work area or to perform other duties outside the affected area until the unsafe and/or unhealthy condition is abated.
3. Employees shall be protected against penalty or reprisal for reporting any unsafe or unhealthful working condition or practice, assisting in the investigation of such conditions, or for participating in any occupational safety and health program and activities.

## **Section I—Safety Committee and Safety Inspections**

A Union and Management Safety Committee shall be established. The Executive Director shall appoint up to three (3) representatives and the Union shall appoint up to three (3) representatives, one of whom shall be DCHA's Safety Officer. One Union and one DCHA representative shall serve as co-chairpersons. The Committee shall:

1. Meet once each month, or at the call of either co-chairperson, to review special conditions which may develop.
2. Conduct safety inspections, which shall be done at all regional properties, except Scattered Sites, at least every six (6) months, and shall make joint recommendations to the appropriate administrator through the Safety Officer.

3. Coordinate the development and conduct of appropriate health and safety training programs.
4. Consult with and render assistance to the DCHA Safety Officer upon request. When the DCHA is aware of a workplace inspection or investigation, which is conducted by a DCHA safety representative or by an outside agency, such as the Federal or District of Columbia Occupational Safety and Health Administration (“OSHA”) or the National Institute of Occupational Safety and Health in response to a complaint by the Union or bargaining unit employee, the Union shall be given the opportunity to participate. During the course of any such inspection or investigation, any employee may bring to the attention of the representative any unsafe or unhealthful working condition.

### **Section J—Accident and Injury Reports**

1. The DCHA is responsible for providing injured employees with information regarding proper accident reporting forms and for helping employees complete accident reports and workers compensation forms.
2. The Safety Officer shall provide a copy of the monthly report of on-the-job injuries which is submitted to the District of Columbia Department of Employment Services and/or Office of Occupational Safety and Health to the Union. The Safety Officer shall promptly notify the Union president in the event of an on-the-job death.

### **Section K—Employee Lunchroom**

Within space limitations, the DCHA agrees to provide an employee lunchroom or other appropriate space at the main offices and at other DCHA facilities, which may be used by employees during their lunch periods.

### **Section L—Fitness for Duty**

An employee may be accompanied by a Union representative at any meeting regarding a fitness-for-duty examination.

## **ARTICLE 16**

### **REASSIGNMENTS**

#### **Section A—Notice of Reassignments**

Except in emergency circumstances, if any employee is to be reassigned, he/she will be given advance notice of the reassign-

ment, including an explanation related thereto. If reassignment involves relocation to a different facility or building, DCHA will provide at least five (5) working days notice.

**Section B—Punishment or Retaliation in Reassignment Prohibited**

In no instance will reassignment or transfer from the bargaining unit be used as a means of punishment or retaliation.

**Section C—Reassignment of Union Officials**

In the event a reassignment of a Union Steward, Chief Steward or President is planned, the Union President will be given fifteen (15) working days advance written notice regarding such anticipated reassignment.

**Section D—Employee Requests for Reassignments**

Employees requesting reassignments or transfers within the same organizational unit or to other organizational units shall submit a request in writing, inclusive of the supportive reasons, to their supervisor. If denied by the immediate supervisor, the request may be appealed through the appropriate levels of supervision up to the Executive Director. Responses to the requests shall be issued at each level within two (2) weeks.

**ARTICLE 17**

**UNIFORMS**

**Section A—Uniforms and Protective Clothing**

1. The DCHA shall provide uniforms as listed at item 1. a. and b., of this Article to all wage grade and District Schedule employees whose duties require uniforms. Employees who have been issued uniforms are required to wear those uniforms while on duty.

a. Maintenance Workers (LW & RW)

- 5 pairs of work pants
- 5 work shirts, long sleeve
- 5 work shirts, short sleeve
- 2 pairs, coveralls
- 1 pair, insulated coveralls
- 1 pair, frigid weather coveralls

- 1 pair, work boots with fiberglass inserts
  - 2 pairs, welder's boots for welders
  - 1 work jacket
  - 1 frigid wear work jacket
  - 1 summer wear work cap
  - 1 winter wear work cap
  - 1 set, rain gear (hat, jacket, pants, and boots)
- b. District Schedule Workers Who Are Required To Work Outside
- 1 summer cap
  - 1 winter cap
  - 1 frigid weather work jacket
  - 1 set, rain gear (hat, jacket, pants, and boots)
  - 1 pair boots for DMA (fiberglass inserts)
2. Replacement uniforms will be provided only when the worn ones are returned to the DCHA.
  3. Employees who terminate their employment are required to return their uniforms prior to receiving their final paycheck.
  4. If the DCHA determines that protective clothing is required for performance of specific duties, such items shall be provided by the DCHA. If protective clothing is provided, it must be worn.
  5. In its determination of whether or not protective clothing is required for an employee's duties, DCHA shall follow the appropriate OSHA safety standards as well as any other applicable laws, rules and regulations.
  6. Employees required to work outside shall be furnished with appropriate protective clothing which is suitable for the weather conditions in which they are required to work, such as rainwear, frigid weather clothing, etc.,
  7. Within six (6) months of execution of this Agreement, the DCHA and the Union shall establish a Uniform and Protective Clothing Committee to review and make recommendations to the Executive Director or his/her designee, regarding uniforms and protective clothing. The Uniform and Protective Clothing Committee shall have two (2) members appointed by the Executive Director and two (2) members appointed by the Union President.

## **ARTICLE 18**

### **TOOLS**

#### **Section A—Issuance and Replacement of Tools**

The DCHA shall provide, at no cost, a first issue of all tools it deems necessary for employees to perform their work. New and current employees will be responsible for replacing tools lost or stolen, except when theft from a secured DCHA vehicle, authorized private vehicle or location is involved and when the employee was not at fault. The DCHA will replace worn or broken tools issued upon the return of unserviceable tools, unless it is evidenced that the employee has abused the tools. The DCHA shall provide lockable tool boxes and secure locations for the tools. Employees will be responsible for obtaining and maintaining their own locks for individually issued tool boxes.

#### **Section B—Maintenance of Tools**

The DCHA shall maintain its power and special tools in safe working condition. Employees will be responsible for proper care and safe operation of power and special tools after receiving proper training in the use and care of the tools. Tools issued will remain the property of the DCHA. Employees terminating their employment shall be required to return such tools prior to receiving their final paycheck.

## **ARTICLE 19**

### **HOURS OF WORK**

#### **Section A—Work Hours**

Normal work hours for all full-time employees are between the hours of 8:15 a.m. and 4:45 p.m., Monday through Friday.

#### **Section B—Notification of Change of Tour of Duty**

To the extent possible, employees and the Union shall be notified ten (10) work days in advance of any permanent or long term (i.e. six (6) months or longer) change in their scheduled tour of duty.

## **Section C—Changes Under Sections A & B**

Changes proposed or made under the provisions of Sections A & B are subject to mandatory negotiation with the Union.

## **Section D—Staff Meetings**

Staff meetings shall be scheduled during regular work hours, except in the case of an emergency.

## **Section E—Alternative Work Schedules**

The Union and DCHA (the Parties) may jointly determine that Alternative Work Schedules (AWS) within a specific work area may best serve the needs of DCHA and affected employees. AWS may be established by agreement between the Parties in accordance with the Memorandum of Understanding Between the Parties Regarding Alternative Work Schedules which is incorporated into this Agreement by reference.

# **ARTICLE 20**

## **USE OF PRIVATE VEHICLES**

### **Section A—DCHA Provision of Transportation**

1. DCHA shall provide, within budgetary limitations, vehicles for the use of employees who need transportation to perform their duties.
2. DCHA recognizes its responsibility to provide transportation for employees to perform their duties. In the event a vehicle is not available for an employee who needs transportation to perform his/her duties, the employee shall have the right to elect to use his/her privately owned vehicle (POV).

### **Section B—Use of Private Vehicle**

If an employee elects to use his/her POV to perform his/her duties, the DCHA shall reimburse the employee for mileage at the rate established between DCHA and the Union, consistent with analogous Federal government regulations on the use of a POV.

### **Section C—Inoperable Vehicles**

An employee whose POV is rendered inoperable during the course of official duties shall be granted reasonable time, upon

notification to the supervisor, to make minor repairs or get the vehicle to a garage and return to DCHA.

### **Section D—Transportation Expenses**

Employees shall be reimbursed in accordance with DCHA rules and regulations for the following expenses incurred during the performance of official duties for the DCHA with a government or POV;

1. Parking fees;
2. Tolls; and
3. Parking tickets incurred through no fault of the employee: provided that employees shall obey all parking and traffic laws in the performance of their duties on behalf of the DCHA.

## **ARTICLE 21**

### **EMPLOYEE ASSISTANCE PROGRAM**

#### **Section A—Employee Assistance Program**

The DCHA Employee Assistance Program (EAP) is designed to provide confidential and professional assessment, counseling, and referral services for DCHA employees who are experiencing personal problems that impair or have the potential to impair their work performance. The program shall offer services for alcohol and drug abuse, and emotional and stress related problems. The Parties acknowledge that the early identification, documentation, and referral of an employee for help can result in improved job performance and employee morale. Participation in the EAP shall not be used to harass an employee, or to treat an employee in a disparate manner. An employee's participation in the EAP is not mandatory. However, if the employee refuses to participate in the EAP, then the DCHA may proceed to initiate and/or implement disciplinary action, as warranted. This Article shall be implemented in full compliance with the ADA.

#### **Section B—Eligible Participants**

All employees shall be allowed to participate in the EAP. The DCHA shall pay the full cost of the program. Employees shall be provided up to six (6) face-to-face counseling sessions per problem with the EAP provider, to address behavioral, emotional or physical problems.

## **Section C—Types of EAP Referrals**

1. *Self-Referral*. This type of referral occurs at the employee's own initiative when the employee recognizes the need for assistance and consults with the EAP before or when job performance and/or attendance becomes a problem. The employee may make a self-referral without the DCHA's knowledge or consent. The employee's EAP records or record of participation shall not be independently released to the DCHA. In cases where an employee is seeking some accommodation from the DCHA, such as a change in work schedule, advance sick leave, etc., to complete an EAP program, the DCHA may request confirmation by the EAP provider of the employee's appointment and/or attendance.
2. *DCHA Referral*. This type of referral shall be initiated by a supervisor, manager or the Human Resources Department when Management recognizes that there are serious performance problems and refers the employee to the EAP. Not all attendance or performance problems should be referred to the EAP. A referral should only be made in cases where poor job performance and/or attendance problems continue after the employee has been counseled by his/her supervisor regarding performance and/or attendance issues. During counseling, the employee shall be informed of the expectations for improvement and shall be given a reasonable time to improve. The employee's record of compliance and participation in the EAP shall be released to the DCHA only with the employee's consent.

## **Section D—Disciplinary Actions and EAP**

As a part of its consideration of a proposed disciplinary action, the DCHA shall consider whether the EAP might assist the employee to improve work performance and/or attendance. However, a referral to the EAP is not a prerequisite to the DCHA's addressing performance and/or attendance problems through appropriate disciplinary action. The DCHA may hold implementation of a proposed disciplinary action in abeyance if an employee accepts DCHA's referral to the EAP, complies with recommendations of the EAP, and improves job performance and/or attendance. The employee shall be given a reasonable amount of time to improve job performance and/or attendance.

If the employee demonstrates consistent and sustained improvement in job performance and/or attendance for a reasonable period of time, the disciplinary action that is held in abeyance shall be rescinded. If the employee's attendance or work performance does not improve within a reasonable time, the pending disciplinary action may be invoked in accordance with Article 9 of the Agreement.

### **Section E—Use of Leave**

Self-referred employees may use any accrued annual leave, sick leave, earned compensatory time, or leave without pay, as appropriate. Employees may request advanced sick leave for purposes of compliance with EAP recommendations. Should the employee choose to inform his/her immediate supervisor or the supervisor's designee of the initial appointment with the EAP, the supervisor or designee, at his/her discretion, may grant two (2) hours of administrative leave for the initial appointment. For subsequent appointments, employees may use any accrued annual leave, sick leave, earned compensatory time, leave without pay or advance sick leave, as appropriate.

### **Section F—Counsel by the Union**

The Unions shall be provided an opportunity to counsel employees at the request of the employee or the employee's supervisor. Any information on the EAP provided to employees shall include information on their right to contact their Local Union representative.

### **Section G—Confidentiality**

Inquiries by employees or referrals to the EAP shall be kept in strict confidence by supervisors, managers, and employees. The Parties agree that breaches of the confidentiality of an employee's participation in the EAP may be cause for discipline. All records pertaining to an employee's participation in the EAP shall be kept in confidential files in the DCHA's Human Resource Department, separate from the employee's official personnel files.

### **Section H—Training and Education Awareness Program**

All DCHA managers and supervisors shall participate in a specialized EAP training program designed to educate Management officials on the identification, documentation, consultation and referral of employees needing EAP assistance. The DCHA

shall conduct an employee EAP education and awareness program for all employees.

## **ARTICLE 22**

### **TENURE**

#### **Section A—Probationary and Evaluation Period**

Career and term employees shall initially serve a six (6) month probationary period, during which time employees may be terminated without cause. Probationary employees shall be evaluated immediately after completion of the third month of employment. The evaluator shall share with the employee information regarding the employee's progress and/ or ways to improve his/her chance to reach career status at DCHA. The three (3) month evaluation shall be put into writing and shall be placed in the Official Personnel File of the employee. A copy of the written evaluation shall be provided to the employee.

#### **Section B—Career Employees Right to Apply For Vacant Positions**

Upon satisfactory completion of the six (6) month probationary period, career employees shall be eligible to apply for vacant full time positions for which they are qualified.

#### **Section C—Conversion of Term and Temporary Employees**

Employees who have occupied a temporary or term position(s) for at least six (6) months and who have performed at a satisfactory level shall be considered for the first position, for which they are qualified, that remains vacant after posting in accordance with Article 28, Section C.

## **ARTICLE 23**

### **TRAINING, CAREER DEVELOPMENT AND UPWARD MOBILITY**

#### **Section A—Employee Development and Affirmative Action**

Consistent with employee development and Affirmative Action Program guides, it is the DCHA's intention to provide training and career development opportunities for bargaining unit employees for the purpose of developing and maintaining

their skills so that they may perform at the highest possible levels of their positions and advance in accordance with individual potential and abilities.

### **Section B—Career Development Plans**

1. The DCHA will offer to assist employees in implementing individual career development plans by providing easy access to information on training opportunities, publicizing current training programs, advising employees of requirements needed to enter training programs, assisting employees in applying for training opportunities, scheduling training and making resources available to cover approved expenses for training.
2. The DCHA shall distribute to all bargaining unit employees, on a quarterly basis, a list of training programs offered by or through the DCHA.
3. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities with their supervisors and/or other DCHA or personnel officials.

### **Section C—Training and Educational Opportunities**

1. The DCHA shall distribute training and educational opportunities among the bargaining unit employees.
2. Requests for training and educational opportunities shall be processed promptly.
3. A record of satisfactorily completed training courses may be filed by each employee in his or her Official Personnel File.
4. When an institution of higher learning provides for accreditation of on-the-job experience, upon the employee's request, the DCHA shall submit verification of such experience.

### **Section D—Labor Management Committee Responsibility**

The parties recognize the importance of career development, training, and upward mobility. The Labor-Management Committee established in this Agreement shall, on a periodic basis, perform the following functions:

1. Review existing policies and practices, with respect to training and career development and recommend changes in existing programs;

2. Recommend the adoption of new programs, policies and practices; and
3. Review and offer comments on programs proposed by the DCHA.

The Labor-Management Committee may, if it deems necessary, establish a subcommittee, to deal with these issues.

Recommendations submitted to the Executive Director by the Committee shall be given careful consideration and the Committee shall be informed, within a reasonable period of time, of the status of its recommendations.

## **ARTICLE 24**

### **PERFORMANCE EVALUATIONS**

#### **Section A—Performance Rating Plan**

The parties agree that the performance rating plan in effect under the predecessor Agreement will remain in effect until such time as a new Performance Management System plan is established, within six (6) months after negotiations with the Union. A sub-committee of the Labor Management Committee will be responsible for the development and recommendation of the Performance Management System to the Executive Director for approval.

#### **Section B—Notification of Duties and Responsibilities**

Each employee will be given, within thirty (30) days of entering a new position, or within thirty (30) days of reassignment involving changes or additional duties, notification of the 'duties and responsibilities which will be used in the performance rating process. As soon as factors are identified for each occupational group, every employee in that occupational group will be notified of the factors which will be used in rating his/her performance.

#### **Section C—Fair and Objective Evaluations**

The DCHA recognizes its responsibility to assure employees fair and objective evaluations. The DCHA agrees to discuss work deficiencies with employees when observed and to advise the employee on ways of improving performance.

## **Section D—Employee Discussion with Supervisor**

At the time that an annual performance rating is given, the responsible supervisor will discuss with the employee areas of potential development and improvement including the employee's performance under the DCHA's Performance Management System and any work plans in effect at the time the rating is issued.

## **ARTICLE 25**

### **PERSONNEL FILES**

#### **Section A—Official Personnel File**

The Official Personnel Files ("OPF") of all employees in the bargaining unit covered by this Agreement shall be maintained by the DCHA's Director of Human Resources Department (HRD).

#### **Section B—Employee Examination of OPF**

Employees shall have the right to examine the contents of their OPF. Upon request, in accordance with procedures issued by the HRD, employees shall have the right to obtain copies of any official documents contained in their OPF.

#### **Section C—Union Representative's Review of OPF**

Upon consideration of written authorization by an employee, the Union representative may examine an employee's OPF and make copies of materials placed in the employee's OPF.

#### **Section D—Confidential Information**

DCHA shall keep all records of arrests from the Metropolitan Police Department, fingerprint records, and other confidential reports in a confidential file apart from the OPF. No person shall have access to the confidential file without authorization from the Director of HRD.

#### **Section E—Access Card**

The access card signed by all those who have requested and been given access to the employee's file, as required by personnel regulations and procedures, shall be made available for review by the employee.

## **Section F—Additions and Deletions**

Each employee shall have the right to present information immediately germane to any information contained in his/her OPF and have irrelevant or untimely information removed from the OPF.

## **Section G—Notice of Changes**

Employees are responsible for notifying the HRD of any changes in personal data, i.e., personal mailing address, telephone number, marital status, number and names of dependents, and individuals to be contacted in the event of an emergency.

# **ARTICLE 26**

## **DETAILS AND TEMPORARY PROMOTIONS**

### **Section A—Details**

1. A “detail” is the temporary official assignment of an employee to a different position for a specified time period with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall, at all times, be considered the incumbent of his/her regular position.
2. Details shall be made in accordance with this Agreement and will be used for meeting temporary needs of the DCHA’s work program and for on-the-job training. Details may be appropriately used to meet emergencies occasioned by abnormal work loads, changes in mission, or organization, unanticipated absences, or to complete special projects.
3. When an employee is detailed to a higher graded position for more than sixty (60) days, he/she shall receive the higher rate of pay as acting pay, effective the pay period which begins on or after the sixty-first (61st) day.
4. For details in excess of thirty (30) days, the detail shall be documented, a copy given to the employee and a copy made a part of the employee’s official personnel file.
5. For details in excess of sixty (60) days, the employee’s performance in the position to which he/she has been detailed shall be evaluated (including a rating) by the detail supervisor; the detail evaluation shall be included in the employee’s official personnel file.

6. Details shall not be made as a means of retaliation or punishment.

### **Section B—Temporary Promotions**

1. An employee may be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.
2. A temporary promotion of one hundred and twenty (120) days or less may be made without regard to merit promotion requirements.
3. A temporary promotion exceeding one hundred and twenty (120) days shall be made in accordance with merit promotion procedures.

## **ARTICLE 27**

### **POSITION MANAGEMENT AND CLASSIFICATION**

#### **Section A—Written Position Description**

Each position covered in the bargaining unit that is in existence or is established or changed must be accurately described in writing and shall be classified to the proper occupational title series, schedule, and grade.

#### **Section B—Position Description Provided Upon Assignment**

Employees shall be furnished a current, accurate, approved copy of the description of the position to which assigned at the time of the assignment or upon request. Employees detailed or reassigned to established positions shall be given position descriptions at the time of assignment. Employees detailed to an un-established position shall be furnished with statements of duties at the time of assignments to the details.

#### **Section C—Updated Position Descriptions**

Position descriptions shall be kept current and accurate. Changes in duties to a position shall be incorporated in the position description to assure that the position is correctly classified/graded to the proper title, series, schedule, and grade.

## **Section D—Other Related Duties**

Where language such as “other related duties as assigned” or “performs other related duties as assigned” appears in an employee’s official position description, the clause shall mean those duties which must be performed and must be directly related to those duties listed in the employee’s position description.

## **Section E—Equal Pay for Equal Work**

The parties agree that the principle of equal pay for substantially equal work shall be applied to all position classifications and personnel actions in accordance with the relevant District of Columbia law.

## **Section F—Access to Chart and Classification Information**

An employee, upon request, shall have access to organizational and functional charts and other pertinent information directly related to the classification of his/her position.

# **ARTICLE 28**

## **MERIT STAFFING**

### **Section A—Purpose**

1. In order to insure that all recruitment, hiring and merit promotion principles are applied in a consistent and equitable manner all such personnel actions shall be the responsibility of the Human Resources Department in the Central Office.
2. All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, job performance and seniority if applicable. To the maximum possible extent, promotions to vacant positions will be made from within the Authority and shall be based solely on merit, skill, ability, and previous job performance.
3. All selections shall be based on objective, job-related selection criteria and shall be made without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or Union activity.

## **Section B—Merit Staffing Plan**

The parties agree that the Merit Staffing Plan in effect under the predecessor Agreement will remain in effect until such time as a new Merit Staffing Plan is established, after negotiations with the Union.

## **Section C—Posting Vacancies**

DCHA agrees that all vacancy announcements shall be posted for application by DCHA employees for a period of at least ten (10) work days prior to the expiration date throughout the DCHA. When a vacant position cannot be filled by a DCHA employee, the position may be posted to applicants from the public for a minimum period of ten (10) work days or until the position is filled. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. The Union President or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections, or amendments.

## **Section D—Executive Director’s Approval**

No persons, including DCHA residents, recruited for a specific employment vacancy may begin nor may anyone be hired and placed on the DCHA payroll without the written approval of the Executive Director.

## **Section E—Hire From Within**

1. Vacant positions shall be posted for application to current DCHA employees. Vacancies shall be filled by the best qualified applicant. Among applicants who are essentially equally qualified, seniority shall be the determining factor in the selection of the successful applicant. When a vacant position cannot be filled by a DCHA employee, the position shall be advertised to the public and may be filled by applicants who are not currently employed by DCHA.
2. If the selecting official chooses an applicant other than the senior qualified applicant, the reason(s) for doing so must be put into writing and must be provided to the Union and the affected employee(s) upon request.

## **Section F—Updating Personnel Information**

1. DCHA’s Office of Human Resource Management shall be responsible for updating the official job descriptions

and maintaining the correct salary scales and position titles, and for coordinating the recruitment and selection process.

2. When an existing position is changed or reclassified, the Union shall be notified prior to implementation of the change and or promotion of the affected employee(s).

### **Section G—Verification**

The Authority reserves the right, at any time, to verify the accuracy of former employment. The DCHA may review police reports, personal references, and any other verifications. Any dishonesty or falsification in completing the application will be grounds to disqualify the individual for hire or will be a basis for terminating an employee's service with the DCHA.

### **Section H—Interviews**

If the selecting official interviews one (1) candidate, he/she shall interview all candidates. Interviews must be job-related, reasonably consistent, and fair to all candidates

## **ARTICLE 29**

### **CONTRACTING OUT**

#### **Section A—General**

The parties recognize that contracting out of work that is normally performed by employees covered by this Agreement is of mutual concern to the DCHA and the Union. Accordingly, DCHA shall contract out work normally performed by bargaining unit employees only when it will not result in the displacement of current employees or when, despite training and corrective measures involving both management and employees, a unit, department, or specialized function is unable to carry out its assigned functions and is thereafter eliminated. DCHA does not anticipate the contracting out of any properties beyond those disclosed to the Union to date.

#### **Section B—Information, Consideration of Union Views**

When bargaining unit employees will be adversely impacted by contracting out what was heretofore considered bargaining unit work, the DCHA shall consult with the Union forty-five

(45) days prior to the final action, except in emergencies. At, or before the time of consultation regarding the impact of the action, the DCHA agrees to provide the following information to the Union:

1. The DCHA's assessment of the effect of the contracting out upon employees;
2. The DCHA's assessment of whether it will be able to offer alternative employment to any affected employees;
3. The DCHA's assessment of employment opportunities that may be available with the contractor for qualified employees;
4. The DCHA's assessment of the economic impact of the contracting out upon the operations of the DCHA.

### **Section C—Union Recommendations**

The Union shall have full opportunity to make recommendations regarding ways to minimize the impact and effect upon the bargaining unit to the Executive Director. The Union's recommendations shall be considered and if the contracting out initiative is not withdrawn, the Executive Director shall provide written notice to the Union regarding the reasons for proceeding with the contract. The DCHA will encourage all operators of contracted out properties and contractors performing services to be contracted out to make bona fide offers of employment to qualified DCHA employees who will be affected by contracting out.

## **ARTICLE 30**

### **BENEFITS**

#### **Section A—Benefits Committee**

The District of Columbia Housing Authority (DCHA) and Local 2725 of the American Federation of Government Employees (the Union), (hereinafter collectively referred to as "the parties") agree to establish a Benefits Committee for employees of the DCHA.

The Benefits Committee shall consist of two (2) representatives appointed by DCHA's Executive Director and two (2) representatives appointed by the president of the Union. An expert in Employee Benefits will be invited to attend meetings, as needed.

The purpose of the Benefits Committee shall be to:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical, and Dental Insurance Plans for DCHA.
2. Recommend changes and enhancements in Health, Optical, and Dental benefits for DCHA employees.
3. Explore issues concerning the workers' compensation system that affects DCHA employees.
4. Discuss and explore other benefit programs to determine the extent to which they impact DCHA employees.

**NOTE:** Employees should contact the Human Resources Office to address their personal benefits concerns.

### **Section B—Life Insurance**

1. Life insurance is provided to DCHA employees in accordance with Section 1-622.01 et seq. of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.
  - a. District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.
  - b. District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those excluded by law or by rule and regulation.
  - c. The DC and US Codes cited in (a) and (b) above are applicable to DCHA employees.
2. The current life insurance benefits for employees hired on or after October 1, 1987 are: Life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. DCHA shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the

District Government. These additions to the basic coverage are set forth in the schedule below.

<b>Optional Plan</b>	<b>Additional Coverage</b>	<b>Premium Amount</b>
<b>Option A – Standard</b>	<b>Provides \$10,000 additional coverage</b>	<b>Cost determined by age</b>
<b>Option B – Additional</b>	<b>Provides coverage up to five times the employee’s annual salary</b>	<b>Cost determined by age and employee’s salary</b>
<b>Option C – Family</b>	<b>Provides \$5,000 coverage for the eligible spouse and \$2,500 for each eligible child</b>	<b>Cost determined by age</b>

### **Section C—Health Insurance**

1. Pursuant to D. C. Official Code §1-621.02 (2001 Edition), all employees covered by this Agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by DCHA.
  - a. Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the DCHA, the Union and the insurance carrier(s). DCHA employees are required to execute an enrollment form in order to participate in this program.
  - b. DCHA may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, DCHA shall give the Union notice of the proposed additions as soon as DCHA receives this information.
  - c. Employees are required to contribute 25% of the total premium cost of the employee’s selected plan. The DCHA shall contribute 75% of the premium cost of the employee’s selected plan.

2. Pursuant to D. C. Official Code §1-621.01 (2001 Edition), all DCHA employees covered by this Agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.
3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees and union representatives are entitled to review copies of the actual plan description upon advanced request.

#### **Section D—Optical And Dental**

1. The DCHA shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the DCHA, the Union and the insurance carrier(s). DCHA employees are required to execute an enrollment form in order to participate in the Optical and Dental program.
2. The DCHA may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the DCHA decide to expand the list of eligible providers, the DCHA shall give the Union notice of the proposed additions.
3. *Union Option to Select Provider*—The parties acknowledge that optical and dental benefits currently are provided by a service provider identified by the District of Columbia under the predecessor agreement. If at any time during the term of this Agreement such benefits are no longer provided to bargaining unit employees through the District of Columbia's arrangement, or at the Union's option, the parties agree that the Union shall have the right to independently secure a service provider for optical

and dental benefits for bargaining unit employees. Such provider must be acceptable to the DCHA. At the Union's option, the DCHA shall pay an amount for such benefits to a service provider selected by the Union or directly to employees: provided that, the total costs shall not exceed the total amount DCHA is, or would be, required to pay the current provider to fund the benefits for the term of this Agreement.

4. *Increase in D.C. Rates*—If the above rates are increased for the District Government's Compensation Units 1 and 2 during the term of this Agreement, DCHA will grant the same increases to the benefits described above.
5. *Premium Payments*—The Employer will make premium payments only on behalf of bargaining unit employees who have enrolled with the optical and dental provider(s).
6. *Labor Management Committee*
  - a. Upon approval of this Agreement, the Labor-Management Committee shall review employee utilization of the optical and dental plans and investigate and recommend methods to increase utilization.
  - b. The optical/dental plan provider(s) shall be required to respond to requests for information submitted by the Union and/or the DCHA. The Union and the DCHA shall have the right to audit all financial records and any records which relate to the expenditure of DCHA paid premiums or procurement of the plan provider contract. The DCHA shall be permitted to recover any premiums that were improperly paid or paid for employees who were ineligible to receive benefits.
  - c. The parties shall meet to develop procedures to implement these optical and dental benefit programs which shall be binding upon the provider(s).

### **Section E—Pre-Tax Benefits**

1. Employee contributions to benefits programs established pursuant to D. C. Official Code §1-611-19 (2001 ed.), including the DCHA Health Benefit Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions

shall not affect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contribution to existing life insurance, retirement system, and for any other DCHA program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

## **Section F—Retirement**

### **1. DEFERRED COMPENSATION PROGRAM:**

As prescribed by §1-626.05 and related Chapters of the D. C. Official Code (2001 Edition), employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program. The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contribution reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees can choose from various fixed or variable investment options.

### **2. CIVIL SERVICE RETIREMENT SYSTEM (CSRS):**

As prescribed by 5 U.S.C. 8401 and related chapters, employees first hired by the DCHA before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U. S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- a. Age 55 and 30 years of service;
- b. Age 60 and 20 years of service;
- c. Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U. S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- a. Age 50 and 20 years of service;
- b. Any age and 25 years of service.

### 3. DEFINED CONTRIBUTION PENSION PLAN:

- a. All eligible employees hired by the DCHA on or after October 1, 1987, are enrolled into the defined contribution pension plan.

As prescribed by §1-626-09(c) of the D. C. Official Code (2001 Edition) after the completion of one year of service, the DCHA shall contribute an amount of not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. DCHA funds this plan; there is no employee contribution to the Defined Contribution Pension Plan. Employees are fully vested after five (5) years of participation in the plan.

### **Section G—Metro Pass Subsidy**

Effective January 1, 2009, DCHA shall subsidize the cost of monthly transit passes by twenty five dollars (\$25.00) per month for employees who purchase and use such passes to commute to and from work.

## **ARTICLE 31**

### **REDUCTIONS IN FORCE**

#### **Section A—General**

1. The Parties acknowledge that the DCHA strives to maintain its workforce, including positions held by bargaining unit members at levels which are adequate to successfully perform its mission and the strategic objectives that DCHA is mandated to fulfill. Accordingly, DCHA will not implement any reduction in force, unless the conditions described in 2. a, below, should arise.
2. Changes in DCHA's mission, functions, operations, and its organization are an inevitable result of its progress. Adjustments in staffing requirements also are unavoidable when change is required. In certain circumstances, DCHA may have to abolish positions and release bargaining unit members from their positions. DCHA agrees that reductions in force affecting bargaining unit members will only be implemented if DCHA determines that:

- a. DCHA will not be funded at a level sufficient to maintain current workforce levels and a reduction in personnel expenses by a reduction in force is necessary to eliminate budgetary shortfalls; or
- b. There is a lack of work because of the contracting out of a unit, department, or specialized function, in accordance with Article 29, Section A.

### **Section B—Notice**

The DCHA agrees to provide the Union with at least thirty (30) days notice prior to notification to employees of a proposed reduction in force. The DCHA shall consult with the Union, and it shall respond to the Union's requests for information related to the proposed reduction in force that are reasonable and relevant to the Union's assessment of the impact of the reduction in force on bargaining unit employees.

### **Section C—Procedures**

The DCHA shall conduct the reduction in force in accordance with the Reduction in Force procedures set forth in Appendix B; attached hereto and incorporated herein.

## **ARTICLE 32**

### **REORGANIZATION/REALIGNMENT**

#### **Section A—Notice to the Union**

Prior to the DCHA's implementation of a reorganization/realignment, the DCHA shall notify the Union, in writing, and shall provide the Union with the following:

1. A description of the purpose and nature of the changes;
2. Organizational charts, both existing and proposed;
3. Mission and function statements, both existing and proposed;
4. Staffing patterns, both existing and proposed; and
5. Any other relevant information needed by the Union to evaluate the reorganization and its impact on the bargaining unit.

## **Section B—Negotiation Over Impact and Effect**

When the reorganization/realignment directly impacts on the conditions of employment of bargaining unit employees, the Union shall be given the opportunity to negotiate impact and effect prior to implementation.

### **ARTICLE 33**

#### **LEAVE ADMINISTRATION**

##### **Section A—General**

1. Except as otherwise provided in this Article, or as provided in District of Columbia and/or Federal laws, leave regulations contained in the District of Columbia Personnel Manual (DPM), Chapter 12, shall apply to employees of the DCHA.
2. Employees are expected to report to work as scheduled, to return from breaks and lunch as scheduled, and to work all scheduled hours.
3. All requests for leave shall be submitted in triplicate on an Official Leave Request Form. When received by the supervisor, the form will be date stamped and one copy of the Leave Request Form, shall be immediately returned to the employee.
4. If the leave request is disapproved the reason(s) shall be indicated on the leave request form.

##### **Section B—Notice to the Union Prior To Placement On Leave restriction Or Issuance Of Discipline**

1. Management shall notify the Union President prior to issuance of a leave restriction or disciplinary action to an employee regarding attendance related problems.

The pending action shall be delayed for a period of fifteen (15) workdays after the notice to the Union in order to provide an opportunity for the Union to counsel the employee regarding contributing causes related to the attendance problems and how to address those problems. The employee will be allowed up to one (1) hour of administrative leave to meet with a Union official for this counseling.

2. Management is not required to provide the opportunity for Union counseling to an employee, as stated in item 1, more than one (1) time in a twelve (12) month period.

### **Section C—Call In For Emergency or Illness**

1. Requests for leave for illness or emergencies are required at least one (1) hour prior to or within the first hour of the employee's scheduled tour of duty. Failure to contact the DCHA within this time period may cause disapproval of the leave request, except when the reason for the late notification is unavoidable.
2. All requests shall be called into the employee's immediate supervisor. If the immediate supervisor is not on duty or cannot be reached, the employee should call the next senior supervisor or the managers office. The supervisor receiving the call shall immediately convey the request to the proper supervisor.
3. Tardiness from duty of less than fifteen (15) minutes, due to an unavoidable circumstance, may be excused without charge to annual leave, sick leave, or leave without pay, at the discretion of the immediate supervisor.

### **Section D—Annual Leave**

1. The following provisions govern the accrual of annual leave:

Employees shall earn annual leave at the rate of:

- a. Thirteen (13) days per leave year earned at four (4) hours per two-week pay period from the first full pay period of employment through the end of the third year of employment.
- b. Twenty (20) days per leave year earned at 6.1538 hours per two-week pay period beginning with the fourth year and continuing through the fourteenth year of employment; and
- c. Twenty-six (26) days per leave year earned at eight (8) hours per two week pay period beginning at the fifteenth year of employment.

- (1) Annual leave shall accrue from the first full pay period of employment.

- (2) Management agrees to provide each employee with the opportunity to use all accumulated annual leave.
- (3) Annual leave which is not used may be accumulated from year to year. The maximum annual leave an employee may carry over to the next year is two hundred forty (240) hours. Unused leave that is in excess of two hundred forty (240) hours should be scheduled and used by the end of the leave year. In an extraordinary circumstance, the Executive Director may allow the carry over of more than two hundred forty (240) hours.
- (4) Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation, or other separation from the DCHA, which shall be paid at the employee's hourly rate at the time of separation.

## 2. Request for Annual Leave

- a. Annual leave requests shall be submitted to the employee's immediate supervisor. Denial of annual leave requests shall be based upon factors which are reasonable, equitable, and do not discriminate against any employee or groups of employees. To contribute to overall work efficiency and to enable approval of leave at the employee's convenience, requests for annual leave, except in emergency situations, must be made in advance, in accordance with the following;

### b. Annual Leave Request/Approval Schedule

<b>Duration of Leave Number of Workdays</b>	<b>1 Day</b>	<b>2-3 Days</b>	<b>4-10 Days</b>	<b>11 or More Days</b>
<b>Employee request (number of workdays in advance)</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>10</b>
<b>Management must approve or deny and return to the Employee (number of Workdays from receipt)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>

- c. No response from management in the appropriate response time is deemed approval of the leave request.
- 3. Exception to the Above Schedule for Peak Vacation and Holiday Seasons:
  - a. (1) Employee leave requests are due February 1, or on the first workday thereafter, for leave during June, July or August.  
(2) Management shall publish the leave schedule by February 15, or on the firstworkday thereafter.
  - b. (1) Employee leave requests are due July 1, or on the first workday thereafter, for leave during Thanksgiving week or in December.  
(2) Management shall publish the leave schedule by July 15, or on the first workday thereafter.
- 4. Approval of leave requests shall be determined by seniority within a classification.
- 5. The DCHA recognizes that unforeseen circumstances may prohibit compliance with these timelines. Consideration shall be given to such circumstances. Requests for annual leave shall not be unreasonably denied.
- 6. Every effort shall be made to grant employee(s) leave during the time requested. If operations would suffer by scheduling all requests during a given period of time, the schedule shall be worked out with all conflicts to be resolved by application of seniority by classification. Except in emergency situations, no changes shall be made after vacation schedules are posted, except by mutual agreement between the employee and his/her supervisor.
- 7. Request for Emergency Annual Leave
  - a. If possible, employees shall notify their supervisor of the need for emergency leave prior to the start of the employee's tour of duty. In an unforeseen emergency, a family member may contact the employee's supervisor, however, the employee must make direct contact with his or her supervisor or the next higher level manager as soon as possible, but no later than the end of the employee's next scheduled workday.

- b. The employee's request for immediate or emergency annual leave shall be immediately granted or denied. Consideration of the emergency circumstances presented by the employee as well operational requirements is required.

## **Section E—Sick Leave**

1. The following provisions govern sick leave:
  - a. Employees shall earn sick leave at the rate of four (4) hours per two-week pay period from the first full pay period of employment and may be used by the employee thereafter.
  - b. The accrual of sick leave shall be carried over from year to year and shall be accumulated in an unlimited amount.
2. Requests for Sick Leave
  - a. Supervisors shall approve sick leave for employees who are incapacitated from the performance of their duties due to illness. Sick leave may also be used by employees to care for sick family members. Such family members shall include the employee's spouse, parent, and child. Employees shall request sick leave as soon as possible on the first day of the sickness.
  - b. Employees shall advise their supervisor at the time of the call requesting sick when he/she believes recovery and return to work will take more than one (1) day (up to three continuous workdays). If the duration of the illness exceeds the time initially requested, the employee shall be required to so advise the supervisor.
  - c. Except when an employee is on leave restriction, employees shall not be required to furnish a doctor's certificate to substantiate sick leave requests unless such sick leave exceeds three (3) continuous workdays for a personal illness or the illness of a family member as identified in item (a) of this section.
  - d. To the extent possible sick leave shall be requested and approved in advance for visits to and/or appointments with licensed health care providers, and for the purpose

of securing diagnostic examinations, treatments and X-rays.

- e. Leave Restriction: In cases where Management has given written notice to an employee that there is good reason to believe that the employee has abused the sick leave privilege, the employee must, upon request, furnish a doctor's certificate for each absence from work which is claimed as sick leave. The leave restriction requiring an employee to furnish a doctor's certificate for each absence charged to sick leave shall be reviewed within ninety (90) calendar days. Where improvement in use of sick leave is evident, the documentation request shall be rescinded. At no time shall an employee be required to furnish a doctor's certificate for longer than six (6) months after the initial leave restriction.

### **Section F—Return to Duty**

When an employee returns to duty from a medical leave of absence exceeding three (3) workdays, he/she shall provide a doctor's certificate which indicates that the employee is able to return to full duty. In cases where the doctor's certificate is insufficient to allow the DCHA to determine that the employee can return to full duty, the employee shall be given three (3) workdays to produce sufficient documentation. In the interim the employee shall be placed on approved leave, e.g., sick leave, annual leave, or in instances where the employee has no available leave the employee shall be placed on leave without pay.

### **Section G—Court Leave**

1. Court Leave is a period of paid leave due to subpoena or other order of the court that an employee appear for jury duty or as a witness in a court proceeding, as provided in this section.
2. Court leave shall be authorized for employees summoned for jury duty. Court leave is not authorized for time when the employee is excused or discharged by the court for an indefinite period even though the employee may be subject to call by the court.
3. Compensation received from the court while the employee is on jury duty must be returned to the DCHA.

4. Court Leave shall be authorized when an employee is a witness on behalf of the United States, state or local government or the DCHA.
5. Employees on court leave due to court appearance for periods of less than one (1) full day shall not be required to return to work unless they can reasonably be expected to work at least two (2) hours of their regular shift.

### **Section H—Leave of Absence**

1. Employees may be granted a leave of absence for up to one (1) year. The leave of absence may be charged to annual leave or leave without pay, at the employee's option.

### **Section I—Bereavement Leave**

In the event of a death in the immediate family of an employee, the employee shall be granted paid bereavement leave for up to a maximum of three (3) successive workdays upon request. The immediate family is defined as the parent; step-parent; parent-in-law; a natural, adopted, foster or step child; sister; brother; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent; grandchild or other dependent family members residing in the employee's household. Upon request by the DCHA, the employee shall be required to provide substantiating documentation regarding the familial relationship to the deceased.

### **Section J—Maternity Leave**

Maternity leave is defined as a period of approved absence for incapacitation related to pregnancy and confinement which may be charged to leave without pay, accumulated sick leave and annual leave, or a combination thereof.

The employee shall advise the DCHA as far in advance as possible of her intent to request leave for maternity reasons, and shall inform the DCHA of the type of leave she expects to use, approximate beginning date of the absence, and the anticipated duration of the absence.

### **Section K—Parental Leave**

Parental Leave shall be granted following the birth or adoption of a child or placement a foster child in accordance with the D. C. and Federal FMLA.

## **Section L—Leave to Donate Blood**

Paid leave, not to exceed four hours on any one occasion, shall be granted for the purpose of donating blood at the Red Cross Blood Bank.

## **Section M—Military Leave**

Employees who are members of the United States Armed Forces or the National Guard are entitled to leave without loss in pay, leave, or service time for the following:

1. Up to fifteen (15) days in a calendar year in which he or she is on active duty or is engaged in a field or coast defense training;
2. Up to twenty two (22) days in a calendar year if performing full time military service for the purpose of enforcing the law; or
3. For each day of a parade or encampment ordered or authorized by the Commanding General, if a member of the D. C. National Guard.
4. The amount other than travel, transportation or per diem allowance) received by the employee for military service under the terms of this Article, shall be credited against the pay due the employee. The employee must provide a copy of his/her orders two (2) weeks in advance of the requested leave or promptly upon receipt if not available two (2) weeks in advance.

## **Section N—Leave To Conduct Union Business**

1. Employees elected to Union office or selected to perform Union work unrelated to the DCHA shall submit a written leave request for leave without pay or annual leave two (2) weeks in advance of the first day of absence. The leave request shall contain the reason for the request and dates of commencement and termination of the leave and shall be submitted to the immediate supervisor of the employee.
2. The Director of Human Resources shall have the right to grant or deny such requests. If the leave request is denied by the Director of Human Resources, the employee shall be provided with written justification for the denial. If granted,

the initial leave of absence shall not exceed one (1) year, and the cost of employee benefits during that period will not be borne by the DCHA.

### **Section O—Other Paid Leave**

1. *Voting Leave:* Where the polls are not open for at least three (3) hours, either before or after an employee's regular hours of work, the employee may, upon request, be granted an amount of excused time which shall permit the employee to report to work three (3) hours after the polls open, or leave work three (3) hours before the polls close, whichever requires the lesser amount of time off. Leave for voting shall be allowed in accordance with personnel rules and regulations.
2. *Examinations:* Employees shall be excused without charge to leave for the purpose of taking employment medical examinations required by DCHA, DCHA owned vehicle operator examinations, or other examinations which DCHA requires or requests employees to take in order to qualify for reassignments, promotions, at the continuation of his/her present job. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of DCHA, the employee shall benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to DCHA must be requested in accordance with general leave provisions.

### **Section P—Education Leave**

After the completion of one (1) year of service with DCHA, an employee, upon request, may be granted a leave of absence without pay for educational purposes, provided that successful completion of the course shall contribute to the work of DCHA. The period of the leave of absence may not exceed one (1) year, but may be extended at the discretion of DCHA. If an employee is returning from educational leave during which he/she has acquired the qualifications of and for a higher grade position, he/she shall not have lost any of his/her rights in being evaluated for the higher grade position. The continuation of benefits shall be consistent with the DCHA policies and procedures.

## **Section Q—Professional and Administrative Leave**

1. DCHA may grant paid professional leave to employees to participate in seminars, institutions, examinations, and other activities away from DCHA directly related to work.
2. Administrative leave is an officially approved absence from duty without loss of pay and without charge to leave.
  - a. Employees shall be granted administrative leave to visit the Union office. Management shall consider and discuss with the employee the appropriate time to release employee. Employee visits to the Union office shall not be confined to non work hours.
  - b. Upon request from management, the Union will provide confirmation of the employee's meeting.

## **Section R—Holidays**

The DCHA allows the following paid holidays:

- |                                             |                            |
|---------------------------------------------|----------------------------|
| (a) New Year's Day                          | (January 1st)              |
| (b) Birthday of Dr. Martin Luther King, Jr. | (3rd Monday in January)    |
| (c) President's Day                         | (3rd Monday in February)   |
| (d) Memorial Day                            | (last Monday in May)       |
| (e) Independence Day                        | (July 4th)                 |
| (f) Labor Day                               | (1st Monday in September)  |
| (g) Columbus Day                            | (2nd Monday in October)    |
| (h) Veteran's Day                           | (November 11)              |
| (i) Thanksgiving Day                        | (4th Thursday in November) |
| (j) Christmas Day                           | (December 25th)            |
| (k) Inauguration Day                        | (Once every four years)    |
| (l) Emancipation Day                        | (April 16th)               |

## **ARTICLE 34**

### **PERSONAL LEAVE INCENTIVE PROGRAM**

#### **Section A—General**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, DCHA agrees to provide personal leave incentive in accordance with the following:

1. A full time permanent employee who is in a pay status for the leave year shall accrue annually:
  - a. Five (5) personal leave days (forty (40) hours) for using less than two (2) days of accrued sick leave in a year.
  - b. Four (4) personal leave days (thirty-two (32) hours) for utilizing a total of more than two (2) days of accrued sick leave in a year.
  - c. Three (3) personal leave days (twenty-four (24) hours) for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave in a year.
  - d. Two (2) personal leave days (sixteen (16) hours) for utilizing a total of more than four (4) but not more than five (5) days of accrued sick leave in a year.
2. Employees shall be compensated for personal leave days earned in accordance with Section A above at the employee's regular hourly rate on or before the 2nd pay period in February of each calendar year.

### **Section B—Eligibility**

To be eligible, an employee must be in an active pay status for twenty-six (26) pay periods during the leave year. Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for personal leave incentives under this Article. Sick leave usage for maternity and/or a serious health condition as defined in the D.C. Family and Medical Leave Act (D.C. Code 2001 Ed. §32-501), not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for personal leave under this Article.

### **Section C—Part-time Employees**

Part-time employees are not eligible for personal leave as provided in this Article.

## **ARTICLE 35**

### **ANNUAL LEAVE BUY-OUT**

#### **Section A—Lump Sum Payment**

An employee who is separated or is otherwise entitled to a lump sum payment under this Agreement shall receive such

payment for each hour of unused annual leave in the employee's official leave record.

### **Section B—Computation**

The lump sum payment shall be computed on the basis of the employee's hourly rate at the time of separation.

## **ARTICLE 36**

### **ADMINISTRATIVE CLOSINGS AND COMMON EMERGENCY**

The District of Columbia Housing Authority places the highest priority on the welfare of its residents and its workforce. Work attendance and productivity from all employees are essential to the success of the operations. It is recognized, however, that occasions occur that may disrupt the operation of the Authority. To address such situations, management has designated essential positions and personnel who must report to, or stay at work, during periods of administrative closings.

### **Section A—Designation and Notification**

Within thirty (30) days of the signing of this agreement, and annually thereafter, management will provide to the Union, a list of all positions that are designated essential. The designated positions will be divided into categories such that in certain circumstances only a portion of the essential employees will be required to report to work. Incumbents of all positions designated as essential will be notified and appropriate documentation will be forwarded to the Union President, the employees' official personnel file and the employee. Management will provide the procedures and guidelines for communicating emergency situations to the workforce and to the Union.

### **Section B—Exception to Advance Designation of Essential Status**

1. In some emergency situations advance designation and written notification may not be possible. In these instances it may be necessary to resort to radio and television public service announcement or other emergency procedures to summon employees who have not been previously designated as essential to report to or remain on duty if their services are required.

2. In extremely unusual circumstances the Executive Director may determine that a particular situation does not require the services of some or all of the employees designated as essential. In these circumstances, when it is determined that the services of essential employees will not be required, notification will be made by radio or television public service announcements or other emergency procedures notifying those employees not to report to work.

## **Section C—Definitions**

### 1. Essential Positions

Essential positions are those that require performance of duties which are vital to the continuity of public safety, emergency services or other crucial operations which cannot be suspended or interrupted during periods of administrative closings.

### 2 Essential Employees

Essential employees are those who occupy essential positions. Employees occupying positions designated as essential are required to:

- a. Remain at their duty station when a condition is declared which results in early dismissal;
- b. Report to their duty station as scheduled when non-essential employees are excused during a period of administrative closing;
- c. Make every effort to report to duty as scheduled and, if unable to do so, notify their supervisor as soon as possible of their inability to report to work. Failure to report or remain on duty as required will result in a charge to appropriate leave. Unjustified absences during administrative closings will result in a charge of AWOL.

### 3. Administrative Closing

Administrative closing is a curtailment of services due to a determination by the Executive Director that non-essential employees will be dismissed prior to the end of the work day or when non-essential employees are excused from reporting to duty on a regularly scheduled workday, ad-

ministrative closing may occur as the result of emergencies such as:

- a. scheduling of an event in the District of Columbia that causes serious disruption of public services,
- b. weather conditions (such as heavy snow, floods, hurricanes, excessive heat),
- c. air pollution,
- d. power failures or other situations determined by the Executive Director to be appropriate for curtailment of non-essential services, and
- e. emergency circumstance which calls for immediate action in a situation which is not expected to be of a recurring nature.

The emergency situation must be general in scope rather than personal.

#### 4. Common Emergencies

Common emergencies are those occurrences where a specific skill is needed to correct a situation occurring on DCHA's property, outside of the employee's normal tour of duty. Such situations, if unattended, will have the potential to impact the welfare of residents, the workforce, or the public.

Examples of such situations include leaking water pipes, electrical failure that is DCHA's responsibility, structural damage, toilet malfunctions, fires, etc.

### **Section D—Compensation**

1. Employees who occupy essential and non-essential positions and are required to work when other employees are released due to administrative closings shall earn compensatory time or pay at the employee's hourly rate, on an hour for hour basis, for each hour worked during their normal tour of duty.
2. Receipt of compensatory time or pay shall be the employee's choice.
3. Hours worked outside the employee's normal tour of duty shall be compensated in accordance with Article 40.
4. If compensation time earned in accordance with this Article is not used within six (6) months, due to man-

agement's denial of leave request, the employee shall be compensated at the appropriate hourly rate in accordance with this Section.

## **ARTICLE 37**

### **WAGES**

#### **Section A—Fiscal Year 2008**

1. Effective on the beginning of the first full pay period after May 1, 2008 the step progression for DS pay scale shall be as follow:

<i>Step Progression</i>	<i>Waiting Period</i>
Step 1 to 2	1 Year
Step 2 to 3	1 Year
Step 3 to 4	1 Year
Step 4 to 5	1 Year
Step 5 to 6	2 Years
Step 6 to 7	2 Years
Step 7 to 8	2 Years
Step 8 to 9	2 Years
Step 9 to 10	2 Years

#### **Section B—PIC Compensation**

In lieu of the PIC compensation percentage rate for the first year of the collective bargaining agreement, the parties have agreed to a raise of 3.5%. Currently, the ten (10) PIC factors used to determine the compensation are as follows:

1. Complete non-emergency work orders in 15 days.
2. Number of families achieving family self-sufficiency to 230 (cumulative).
3. Cash Rent Collection (98% of total cash collected).
4. REAC inspection will achieve a score of 75%.
5. Unit turn around time to 21 days.\*
6. HUD-PIC/TCS report accuracy and timely (95% completed and 2% error).
7. Determine adjusted income accurately (audit of files) (80%).

8. HCVP Lease Up (97% per unit month).
9. Reduce 1 and 2 day sick leave usage by 50%.
10. Improve external and internal customer service.

*\*Units rejected by 3 or more prospective tenants shall not be included in the calculation of this item.*

The maximum PIC percentage for the duration of the contract shall be 4.5%.

During the second, third and fourth years of the collective bargaining agreement, the baseline for PIC compensation shall be 1.25% and the variable percentage shall total 3.25%. During the second year of the collective bargaining agreement the sick leave usage factor (#9) shall be granted the maximum percentage (.325%) and the customer service factor (#10) shall be granted the maximum percentage (.325%).

The DCHA and the Union shall establish a PIC Committee to create new factors to determine the PIC compensation no later than November 1, 2008. The Committee shall consist of an equal number of representatives from the DCHA and the Union. The Committee shall create new PIC factors to be applied during the second, third and fourth years of the collective bargaining agreement. The factors shall be established no later than January 1, 2009.

Once the PIC factors are established, the DCHA shall provide the Union with the information needed to evaluate the performance of the PIC factors within 21 days after the end of each fiscal quarter. If the DCHA fails to provide the information needed to evaluate any factor, the Union shall be entitled to the maximum percentage for the respective fiscal quarter for the respective factor.

### **Section C—Bonus**

In any year in which the PIC percentage is achieved, including the base, is 4.5%, the DCHA will pay each employee a bonus of .5% of his or her annual salary. The annual salary is the annual figure on the salary schedule for his or her grade and step as of the end of the fiscal year.

### **Section D—PIC Savings Clause**

1. DCHA and the Union will work collaboratively as a Labor-Management Team to monitor the progress toward achieving the PIC objectives. This committee will review

work processes and procedures as they relate to each factor and make appropriate recommendations to the Executive Director.

2. If at any point the committee determines that there are barriers to reasonably achieving a particular goal, and the barriers have continued for more than four (4) months, the committee shall determine whether the Union will receive the maximum percentage for the respective fiscal quarter for the respective factor affected by said barriers.

### **Section E—Wage re-opener**

1. If, during the term of this agreement or any extension thereof, the United States Department of Housing and Urban Development reduces the operating subsidy of DCHA below the current level, the Executive Director may request to re-open negotiations on wages only. If such a request is made the parties agree to re-open negotiations on wages only.

## **ARTICLE 38**

### **ON CALL PAY**

### **Section A—General**

1. For the purpose of this Agreement, “on” call is defined as when an employee is required to remain accessible by pager, cell phone or any communication device after their normal tour of duty.
2. The employee’s schedule must specify the hours during which the employee is required to remain on call.
3. The employee shall be compensated at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

## **ARTICLE 39**

### **CALL-BACK\CALL-IN OVERTIME**

### **Section A—Call Back**

1. A minimum of four (4) hours of work shall be credited to any employee who is called back to perform unscheduled

work either on a regular workday after he/she has completed the regular work schedule and has left his/her place of employment or is called in on a day on which he/she is not regularly scheduled to work.

2. The employee shall be paid from the time they receive the notice to come back until the emergency is abated.

### **Section B—Call In**

When an employee is called in before his/her regular tour of duty to perform unscheduled overtime and there is no break before the regular tour is to begin, a minimum of two (2) hours of work shall be credited to the employee.

### **Section C—Compensation**

The rate of pay will be determined in accordance with Article 40 of this Agreement.

## **ARTICLE 40**

### **OVERTIME/COMPENSATORY TIME**

Overtime work must be officially ordered and approved by the employee's immediate supervisor or a designated authorizing SCHA official before it is performed. Overtime work for non-exempt employees under the Fair Labor Standards Act (FLSA) shall be defined, earned, computed and paid as indicated below:

### **Section A—Calculation of Overtime**

1. Hours of work authorized in excess of eight (8) hours in pay status in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the same eight (8) hour workday.
2. The unscheduled leave rule will not apply in a call-in, call-back situation.
3. Subject to the provisions of Section C, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2x) for each hour of work for which overtime is payable, including all premium pay earned. An employee is paid for overtime

work performed on a Saturday, Sunday, or Holiday at the same rate as for overtime performed on any other day.

4. All hours worked by an employee who is called back to perform unscheduled work either on a regular workday after he/she has completed the regular work schedule and has left his/her place of employment or, when the employee is not scheduled and has been informed in advance, on one of the days when he/she is off duty, shall be overtime work paid in accordance with Section A.2.
5. Receipt of overtime pay or credit of compensatory time in lieu of overtime pay shall be at the employee's option. Designation of overtime pay or receipt of compensatory time in lieu of overtime pay shall be made prior to performance of overtime work.

### **Section B—Distribution of Overtime, Advanced Notice**

Overtime assignments shall be distributed equitably among volunteers from the work unit or property in which the overtime work is to be performed. If enough volunteers are not available from that work unit or property, DCHA shall distribute the remaining overtime assignments equitably among qualified employees.

An employee assigned to work overtime may be excused at the supervisor's discretion, if the employee has a valid reason. Each situation shall be considered on its merits.

### **Section C—Notice of Mandatory Overtime**

1. Except in an emergency, DCHA shall notify employees at least three (3) hours in advance when overtime work is required at the end of the employee's normal work day.
2. When a supervisor requests or directs an employee to perform overtime work the supervisor shall make every reasonable effort to give the employee a written statement that the overtime work has been authorized by the Executive Director.
3. For purposes of this Article an emergency is defined as an event that is not under the control of DCHA which threatens the health and safety of residents, employees or other persons exposed to the situation.

## **Section D—Overtime Records**

The DCHA shall properly record on “time and attendance” forms, overtime hours worked, and shall process the forms so that the employee(s) may be paid no later than the first pay period following the one in which the work was performed.

## **Section E—Reimbursement for Documented and Approved Compensatory Time**

1. Employees shall be allowed to apply for and receive payment of compensatory time one time each year.
2. For purposes of this Section, a year is identified as beginning on the first full pay period in January and ending on the last day of the last pay period in December.
3. Requests for payment of compensatory time must be submitted between December 1st and December 31st.
4. Payment shall be made by February 1st.
5. Compensatory time earned (documented and approved) subsequent to the employee’s request for payment shall be available for payment application in the next calendar year in accordance with item A, above.

## **Section F—Compensatory Time Bank**

Compensatory time earned under the provisions of this Article shall be maintained in an FLSA Compensatory Time Bank that shall be separate and apart from any bank of compensatory time not carried under FLSA.

# **ARTICLE 41**

## **NIGHT DIFFERENTIAL/SUNDAY PREMIUM/HOLIDAY**

### **Section A—Night Differentials**

Employees covered by this agreement are entitled to receive night differential pay at a rate of ten percent (10%) in excess of their basic rate of compensation for work performed between the hours of 6:00pm and 6:00am.

### **Section B—Sunday Premium**

A full-time employee assigned to a regularly established tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday

premium pay for each hour of work which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday premium is computed on the employee's basic rate of compensation.

### **Section C—Holiday Pay**

An employee who works on a legal holiday shall be paid double time (2x) for all hours worked on the holiday.

## **ARTICLE 42**

### **ENVIRONMENTAL DIFFERENTIAL**

#### **Section A—Objective**

The DCHA has as its objective, the elimination or reduction to the lowest level possible; all hazards, physical hardships, and working conditions of an unusual nature. When the DCHA does not overcome the unusual nature of the hazard, physical hardship or working condition, an environmental differential is warranted. The creation of an environmental differential will not deter the DCHA's continuing efforts to abate the hazard, physical hardship, or working condition of an unusual nature, when feasible.

#### **Section B—Policy and Schedule of Differentials**

Environmental differential means additional pay authorized as specified in this Article for a category of work situations. An environmental differential is paid to a DCHA employee who is exposed to an unusual hazard, physical hardship or working condition of an unusual nature which has been identified in a Policy on Environmental Differentials established by the DCHA and attached hereto and incorporated herein as Appendix C. The schedule of environmental differentials shall define the methods of payment and the various degrees of hazards, physical hardships, and working conditions of an unusual nature for which differentials are payable.

#### **Section C—Employee Request**

1. Any bargaining unit employee or the Union may initiate a request to his/her immediate supervisor or Department Director to determine the appropriateness of the application of an environmental or hazardous differential.
2. Where possible, the immediate supervisor or Department Director should review the request, and make a determi-

nation as to whether the employee is entitled to an environmental differential before an employee is required to work in a situation where such exposure is claimed. Any appeal of the final determination of whether an employee is entitled to environmental differential shall be through the grievance procedure established in Article 9.

### **Section D—New Hazards**

Amendments to the categories of hazards identified in Appendix D, in the form of additions, deletions, or changes may be made by the Executive Director on his own initiative or at the request of the Union or an employee. The DCHA's failure to honor a request for a change, deletion or addition to the categories of hazards may be the subject of a grievance in the procedures set forth in Article 9.

### **Section E—Differential Amount**

The amount of differential rates and categories of exposure applicable to DCHA shall be in accordance with Appendix C.

## **ARTICLE 43**

### **DEPENDENT CARE ACCOUNTS**

The DCHA shall strive to implement the "dependent care account" pursuant to IRS regulations. The account allows employees to voluntarily request payroll deductions in amounts up to the maximum amount allowed by law. Employees may withdraw such funds to reimburse themselves for dependent care expenses for children not older than thirteen (13) years of age or dependent adults who cannot care for themselves. The employee must submit the name, address and taxpayer identification number of the dependent care provider to the DCHA before the funds are withdrawn.

## **ARTICLE 44**

### **SAVINGS CLAUSE**

In the event any Article, Section, or portion of this Agreement is held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to

the specified article, section, or portion thereof specified in the decision; and upon issuance of such a decision, either party may demand immediate negotiation for a substitute for the invalidated article, section, or portion thereof.

## **ARTICLE 45**

### **DURATION AND FINALITY OF AGREEMENT**

#### **Section A—Duration**

This Agreement shall remain in full force and effect from October 1, 2007 until September 30, 2011, except where a different effective date for specific provisions is agreed upon. If disapproved because one or more provisions are asserted to be contrary to applicable law or if not ratified by the Union, the parties shall meet immediately to negotiate a legal replacement provision or to delete the offensive provision.

#### **Section B—Emergencies**

In the event that a state of civil emergency is declared by the Mayor or any other official authorized by law (civil disorders, natural disasters, etc.), the provisions of this Agreement may be suspended by the Director during the emergency.

#### **Section C—Renewal**

This Agreement shall remain in effect until September 30, 2011, in accordance with Section A of this Article, and shall automatically renew for one (1) year periods thereafter unless either party provides written notice to the other party of its intent to terminate or modify the Agreement no later than May 4, 2011, or any subsequent May 4 anniversary thereafter. In the interim, the provisions of this Agreement shall be applicable until such time as a new Agreement is negotiated.

#### **Section D—Terms And Conditions Not Covered**

All terms and conditions of employment not covered by the terms of this Agreement shall continue to be subject to the DCHA's direction and control provided, however, that if the

DCHA desires to institute a major change that has a significant impact upon the term(s) or condition(s) of employment of the entire bargaining unit or any group of bargaining unit employees, the Employer shall provide advance notice to the Union and upon written request of the Union the parties shall promptly negotiate the impact of such change.

IN WITNESS THEREOF, the parties have fully executed this Agreement on this 12th day of December, 2008.

**DCHA**

**AFGE, Local 2725**



Michael Kelly  
*Executive Director*



Eric Bunn  
*President*



William Knox  
*Chief of Staff*



Ron Fowler  
*Chief Steward*



Paulette Campbell  
*Director  
Human Resources*



Melvina Middleton  
*Steward*



Hans Froelicher  
*General Counsel*



La Keisha Durant-Carr  
*Secretary*



Ronnie Thaxton  
*Manager  
Labor and Employee Relations*

**APPENDIX A:  
TABLE OF APPROPRIATE PENALTIES**

PENALTIES			
OFFENSE OR INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>1. Fraud in securing appointment or falsification of official records:</b>			
a. Falsification of application for appointment or other personal history record by omission, or by making a false entry, with respect to a material item which would have precluded or cast doubt upon the availability of selection for appointment or promotion.	Removal	Removal	Removal
b. Intentional falsification of application for appointment or other personal history record by omission, or by making a false entry, with respect to a minor item which would not have adversely affected the selection for appointment or promotion.	Suspension for 14 to 28 days to Removal	Suspension for 28 days or Removal	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
c. Other falsification of material facts by omission, or by making a false entry, in official documents or records where property or funds are misused, but not for personal gain.	Suspension for 14 to 28 days	Suspension for 28 days or Removal	Removal
d. Other falsification of material facts by omission, or by making a false entry in official documents or records where property or funds are not misused.	Suspension for 7 to 14 days	Suspension for 28 days or removal	Removal
<b>2. Incompetency:</b>			
a. Inability to satisfactorily perform one or more major duties of his or her position.	Reduction in pay, grade, and/or rank, or removal	Removal	Removal
b. Revocation or suspension of state or District of Columbia permit, or license required to perform part or all of the employee's duties.	Reduction in rank or grade, or removal	Reduction in grade or removal	Removal
<b>3. Inefficiency:</b>			
a. Negligent or careless work performance.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
b. Failure to satisfactorily perform one or more major duties or his or her position.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days	Removal
<b>4. Inexcusable neglect of duty:</b>			
a. Negligence in performance official duties, including failure to follow verbal or written instructions.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days	Removal
b. Failure to observe precautions regarding safety, posted rules, signs, or other written or oral safety instructions, or to use protective clothing or equipment when such use is required.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days	Removal
c. Failure, without reasonable cause, to carry out an officially assigned duty, task, or responsibility.	Reprimand to suspension for 7 days	Suspension for 14 to 28 days	Removal
d. Providing misleading or inaccurate information to superiors, the Council, Congress, or the public.	Suspension for 7 to 14 days	Removal	Removal

**PENALTIES**

**THIRD  
OFFENSE**

**SECOND  
OFFENSE**

**FIRST  
OFFENSE**

**OFFENSE OR  
INFRACTION**

Suspension for 28 days to removal

Suspension for 14 days to 28 days

Reprimand to suspension for 14 days

e. Ignoring, concealing, or covering up a recognized offense or material fact for another employee, a supervisor, or a subordinate employee, which, if revealed, may result in disciplinary action being taken against the employee.

Suspension for 28 days or removal

Suspension for 14 to suspension for 28 days

Reprimand to suspension for 7 days

f. Serious or repeated violations of traffic regulations while driving a government vehicle or a vehicle rented or leased for official government purposes. Also, reckless driving or improper operation of any motor vehicle on any DCHA premises.

Suspension for 14 to 28 days or removal

Suspension for 7 to 14 days

Reprimand to suspension for 7 days

g. Sleeping on duty where safety of personnel or property is not endangered thereby.

Removal

Suspension for 28 days to Removal

Suspension for 14 to 28 days

h. Sleeping on duty where safety of personnel or property is endangered thereby.

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
i. Loafing (willful idleness or deliberate failure to work on assigned duties).	Reprimand	Suspension to 14 days	Suspension for 14 to 28 days or removal
<b>5. Insubordination:</b>			
a. Failure or refusal to comply with written instructions or direct orders by a superior.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days	Removal
b. Refusal to accept a detail, reassignment, or change in duty location or tour of duty.	Suspension for 14 to 28 days	Removal	Removal
c. Refusal to carry out assigned duties and responsibilities.	Suspension for 14 to 28 days	Removal	Removal
<b>6. Dishonesty:</b>			
a. Theft or misappropriation of government-owned or private property of nominal value (less than \$25).	Reprimand to suspension for 7 to 14 days	Removal	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
b. Theft or misappropriation of government-owned or private property of more than nominal value (more than \$25).	Suspension for 14 days to Removal	Removal	Removal
c. Deliberately misrepresenting facts of a situation in order to avoid carrying out assigned duties and/or responsibilities.	Suspension for 14 days to removal	Removal	Removal
d. Misuse, whether or not for personal gain, of government, funds or property, or other funds or property which come into the employee's possession by reason of his or her official position.	Suspension for 14 days to removal	Removal	Removal
e. Submission of falsely stated travel, payroll, time and attendance, loan, or purchase vouchers, or their supporting documents.	Suspension for 14 days to removal	Removal	Removal
<b>7. Drunkenness on duty:</b>			
a. Being under the influence of alcohol while on official duty, including reporting for duty under the influence of alcohol, to a degree which would interfere with proper performance of duty or be a menace to safety or prejudicial to the maintenance of discipline.	Suspension to 7 days	Suspension for 14 to 28 days	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>8. On duty use of drugs not prescribed and/or obtained legally:</b>			
a. Consumption/use of non-prescription controlled substances while on official duty.	Reprimand to suspension 14 days	Suspension for 14 to 28 days	Removal
<b>9. Inexcusable absence without leave:</b>			
Absence from duty without permission which was charged to "absence without official leave."			
a. Ten (10) consecutive workdays or more.	Suspension of 14 to 28 days	Removal	Removal
b. Any other period of absence charged to AWOL.	Reprimand to suspension for 7 days	Suspension for 7 to 14 days	Suspension of 28 days or removal
<b>10. Conviction of a felony:</b>			
a. Conviction on criminal charges for which an employee may be imprisoned for more than one year. (A plea or verdict of guilty or a conviction following a plea of nolo contendere, to such a charge shall be deemed a conviction.)	Removal	Removal	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>11. Discourteous treatment of the public, a supervisor, or other employee:</b>			
a. Knowingly making false or unfounded charges or statements concerning other employees, supervisors, or management officials.	Reprimand to suspension for 7 days	Suspension for 14 to 28 days	Suspension of 28 days or removal
b. Fighting, threatening, or inflicting bodily harm on another or physical resistance to competent authority.	Reprimand to suspension of 7 to 14 days	Suspension of 14 to 28 days or removal	Removal
c. Rude or boisterous play or conduct which adversely affects production, discipline, or morale; or interferes with the work or production of others.	Reprimand to suspension for 14 days	Suspension for 14 days to removal	Removal
d. Use of abusive or offensive language or discourteous or disrespectful conduct toward the public or other employee.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
e. Use of abusive or offensive language toward a subordinate; baiting or otherwise tormenting a subordinate to violate rules, regulations, or standards of conduct; coercion in deprivation of subordinate's rights; or reprisals against a subordinate for exercising his or her rights as an appellant.	Reprimand to suspension for 7 days	Suspension for 14 to 28 days	Removal
f. Use of insulting or threatening language to official superior.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days or removal	Removal
<b>12. Improper political, activity except as otherwise permitted by law or the constitution:</b>			
<b>As ordered by Merit System Protection Board</b>			
<b>13. Willful disobedience except as authorized in D. C. Official Code, Title 1, Chapter 6 (2001):</b>			
a. Unjustified refusal to testify or answer proper questions in an official District of Federal Government investigation, inquiry, or proceeding.	Removal	Removal	Removal

**PENALTIES**

<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
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**14. Misuse, mutilation, or destruction of district property, public records, or funds:**

a. Being found at fault as a result of an investigation of an accident involving a government vehicle.	Reprimand to suspension for 14 days	Suspension for 14 to 28 days or removal	Suspension of 28 days to removal
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b. Use of, or authorizing use of government vehicle for other than official business.	Suspension for 14 to 28 days	Removal	Removal
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c. Use of, or authorizing use of, government property, facilities, or labor for other than official business.	Suspension for 14 to 28 days	Removal	Removal
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d. Concealment, misuse, removal, mutilation, alteration, or destruction of government property, public records, or funds.	Suspension for 14 to 28 days	Removal	Removal
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**15. Refusal to take and subscribe any oath or affirmation which is required by D.C. Official Code, Title 1, Chapter 6 (2001), in connection with his or her employment, including refusal to execute an Appointment Affidavit.**

	Removal	Removal	Removal
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<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>16. Other conduct during and outside of duty hours that would affect adversely the employee's or the agency's ability to perform effectively.</b>			
a. Gambling during duty hours or on government premises, other than that permitted by law or regulation.	Removal	Removal	Removal
b. Promotion of, or assisting in, the operation of any organized gambling scheme during duty hours or on government premises, other than that permitted by law or regulation.	Removal	Removal	Removal
c. Illegally possessing, selling, manufacturing, dispensing, or distributing any controlled substance during duty hours.	Removal	Removal	Removal
d. Possessing, selling, or distributing any alcoholic beverage during duty hours.	Reprimand to Removal	Removal	Removal
e. During or outside of duty hours, commission of or participation in criminal, dishonest, or other conduct of a nature that would affect or has affected adversely the employee's or his or her agency's ability to perform effectively.	Reprimand to suspension for 7 days	Suspension for 14 to 28 days	Suspension for 28 days to removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>17. Engaging in a strike:</b>			
a. Blocking or obstructing the lawful use by any person(s) of any public thoroughfare or property, or of any position of access or exist to or from any public building, sidewalk, driveway, or the like, if engaged in as part of a labor dispute with the District government.	Removal	Removal	Removal
b. Preventing any person from engaging in or continuing in any lawful work or use of equipment, by intimidation, force or coercion of any kind, if engaged in as part of a labor dispute with the District government.	Removal	Removal	Removal
c. Failing or refusing to report to work, if such failure or refusal is engaged in as part of a labor dispute with the District government.	Removal	Removal	Removal
d. Failing or refusing to perform required duties, or performing them in an unsatisfactory manner, after warning from the employee's supervisor, if such action or inaction is engaged in as part of a labor dispute with the District government.	Removal	Removal	Removal

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>18. Misuse of official position or unlawful coercion of an employee for personal gain or benefit:</b>			
a. Acceptance of loans, endorsements or guarantees on loans, gratuities, favors, and the like, from persons, firms, or corporations with whom the employee has official relations.	Suspension for 14 to 28 days	Removal	Removal
b. Soliciting or accepting a loan, service, or other item of more than nominal value from a subordinate, or from a person or organization who has a personal or pecuniary interest in the manner in which the soliciting or accepting employee administers official regulations or performs his or her official duties.	Removal	Removal	Removal
c. Any use of one's official position for personal gain, including gain for family, prohibited by the conflict of interest provisions D. C.	Removal	Removal	Removal

*Official Code, Title 1, Chapter 6 (2001).*

<b>PENALTIES</b>			
<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<b>19. Lack of dependability:</b>			
a. Absence from assigned duty hours without permission and without reasonable cause after warning.	Reprimand	Suspension to 14 days	Suspension of 14 to 28 days or removal
b. Failure to complete assignments in a timely manner.	Reprimand	Suspension to 14 days	Suspension of 28 days to removal
<b>20. A finding by the Office of or Commission on Human Rights, or a court of competent jurisdiction in the District of Columbia that the employee has engaged in violation of the guarantees in <i>D.C. Official Code, Title 1, Chapter 6, Subchapter I and VII (2001)</i>, in the performance of that employee's official duties.</b>			
	Reprimand to removal	Removal	Removal
<b>21. A finding that the employee has violated the provisions of <i>D.C. Official Code, Title 1, Chapter 6, subchapter XIX, or §1-615.03 (2001)</i>.</b>			

**PENALTIES**

<b>OFFENSE OR INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
<p>a. Failure or refusal to take action as ordered after an administrative finding of having engaged in outside employment or having a private business activity or any direct or indirect financial interest that conflicts or has the appearance of conflicting with fair, impartial, and objective performance of officially assigned duties and responsibilities.</p>	Removal	Removal	Removal
<p>b. Failure to pay just financial obligation (as specified in <i>D. C. Official Code, Title 1, Chapter 6 (2001)</i> of these regulations) in a proper and timely manner.</p>	Reprimand to suspension of 14 days	Suspension for 14 days to removal	Removal
<p><b>22. Conviction of a misdemeanor, when the conviction is based on conduct that would affect adversely the employee's or the agency's ability to perform effectively. A plea of guilty, a finding of guilt, or a conviction following a plea of nolo contendere, to a charge of a misdemeanor involving the specified conduct, shall constitute prima facie evidence of the elements of the misdemeanor.</b></p>	Reprimand to suspension of 28 days	Suspension for 28 days to removal	Removal

## **APPENDIX B:**

### **REDUCTION-IN-FORCE PROCEDURES**

This Appendix to the Agreement shall set forth the rules and procedures for conducting a reduction in force affecting bargaining unit employee as referred to in Article 31 of the Agreement.

#### **PART I**

### **REDUCTIONS-IN-FORCE**

#### **Section A—Definitions**

When used in this Appendix, the following terms shall have the meaning ascribed:

*Competing employee*—An employee in tenure group I, II, or III.

*Competitive area*—The DCHA boundaries in which employees compete in a reduction in force, which may be lesser, but not greater, than the DCHA as a whole, as determined by the DCHA on the basis of all or a clearly identifiable segment of the DCHA's mission or a division or major subdivision of the DCHA.

*Competitive level*—All positions in a competitive area, in the same pay system, grade or class, and series which are sufficiently alike in qualification requirements, duties, responsibilities and working conditions so that the incumbent in any one (1) position can perform successfully the duties and responsibilities of any other position without any loss of productivity beyond that normally expected in the orientation of any new but fully qualified employee.

*Days*—Calendar days.

*Displaced employees*—A former employee in the Career Service who was separated by reduction in force.

*Obligated position*—A position to which an employee has restoration rights under the provisions of the Vietnam Veterans Readjustment Assistance Act of 1974, (title 38 U.S. Code §§ 2021-2026).

*One round of competition*—A round of lateral competition for job retention in the employee's competitive level.

*Preference eligible*—A preference eligible veteran as defined in § 2108 of title 5 U.S. Code and D.C. Code § 1-625.2(b) (I) (1992 Repl.).

*Realignment*—An action which affects the internal structure or functions of the DCHA.

*Released employee*—An employee who has been reached for release from his or her competitive level.

*Representative rate*—(a) The fourth (4th) rate under the District Service Schedule (or DCHA equivalent); (b) The second (2nd) rate on the Regular Wage Service and Task Force Wage Service schedules; (c) The established rate on a single rate schedule; and (d) The rate designated as representative of the position by the Executive Director upon the establishment of a new pay schedule.

*Retention register*—The list of employees occupying positions in a competitive level by tenure group and reduction in force service computation date.

*Retention standing*—The employee's standing on the retention register in relation to other competing employees within his or her competitive level.

*TAPER appointment*—A temporary appointment pending establishment of a register when there are insufficient candidates on a register appropriate for filling a position that will last for more than one (1) year and the public interest requires that the vacancy be filled before eligible candidates can be certified.

*Temporary appointment*—An appointment with specific time limitations of one (1) year or less.

*Tenure group*—The retention group in which competing employees shall be categorized according to their current type of appointment.

*Term appointment*—An appointment with a specific time limitation in excess of one (1) year but not exceeding four (4) years, unless extended by the Executive Director in accordance with applicable law.

## **Section B—Employees and Actions Covered**

1. Notwithstanding any other provision of this Agreement, the DCHA shall follow the rules and procedures set forth in this Appendix and the policy set forth in Article 31 when releasing a competing collective bargaining unit employee from his or her competitive level.
2. In order to minimize the adverse impact of a reduction in force procedure, the DCHA shall offer a released employee a vacant position for which he or she qualifies.

3. The need to apply reduction in force procedures shall not suspend the DCHA's authority and responsibility to discipline, remove, demote, or reassign any employee under any other provision of this Agreement.
4. The DCHA, has the sole authority over the preparation for, and implementation of, the reduction in force procedure.
5. An action which has been found by the DCHA to be erroneous as a result of procedural error shall be reconstructed, and DCHA shall take appropriate action in accordance with the provisions of this Appendix. The retroactive reinstatement of a person who was separated by a reduction in force procedure under this Agreement may only be made on the basis of a finding of a harmful error as determined by the DCHA or an arbitrator. An error, to be harmful, shall be of such a magnitude that in its absence, the employee would not have been released from his or her competitive level.
6. During a reduction in force procedure, the DCHA may increase or decrease the number of positions previously identified for abolishment.

### **Section C—Procedures for Conducting a Reduction in Force**

1. If a determination is made that a reduction in personnel is to be conducted, the DCHA shall prepare the following:
  - (a) An Executive Director's Order or equivalent issuance identifying the competitive area, and the positions to be abolished, by position number, title, series, grade, and organizational location, and the reason there for; and
  - (b) Appropriate documentation for each position to be abolished, without indicating the name of the incumbent of the position.
  - (c) The DCHA shall assure that no covered employee in the affected competitive area is serving on an unauthorized detail.
  - (d) The approval by the Executive Director shall constitute an authority for the DCHA to conduct a reduction in force.

## **Section D—Determining Retention Standing**

The retention standing of each competing employee shall be determined on the basis of tenure of appointment, length of creditable service, veteran's preference, residency preference, and relative work performance and on the basis of other selection factors as provided in this Agreement. Together, these factors shall determine whether an employee is entitled to compete with other employees for employment retention and, if so, with whom, and whether the employee is to be contained or released.

## **Section E—Competitive Area**

1. The DCHA may establish lesser competitive areas within the DCHA. Any lesser competitive area shall be no smaller than a major subdivision of the DCHA or an organizational segment that is clearly identifiable and distinguished from others in the DCHA in terms of mission, operation, function, and staff. The DCHA shall prepare the following:
  - (a) A description of the proposed competitive area or areas which includes a clearly stated mission statement, the operations, functions and organizational segments affected;
  - (b) An organizational chart of the DCHA which identifies the proposed competitive areas; and
  - (c) A justification for the need to establish a lesser competitive area.
2. The DCHA will notify employees of the competitive area or areas in which the reduction in force procedure will be conducted.
3. All employees within each competitive area identified pursuant to this section shall compete with each other. Employees in one competitive area shall not compete with employees in another competitive area.

## **Section F—Competitive Levels**

1. The DCHA shall determine the positions which comprise the competitive level in which employees shall compete with each other for retention.
2. Assignment to a competitive level shall be based upon the employee's position of record.

3. An employee's position of record is the position for which the employee receives pay or the position from which the employee has, been temporarily assigned or promoted on a temporary or term basis.
4. A competitive level shall consist of all positions in the competitive area identified pursuant to Section E in the same pay system, grade or class, and series which are sufficiently alike in qualification requirements, duties, responsibilities, and working conditions so, that the incumbent in any one (1) position could perform successfully the duties and responsibilities of any of the other positions without loss of productivity beyond that normally expected in the orientation of any new but fully qualified employee.
5. The composition of a competitive level shall be determined on similarity of the qualification requirements, including selective factors, to perform the major duties of the position successfully, the title and series of the positions, and other appropriate factors.
6. Separate competitive levels shall be established for the following:
  - (a) Positions under different pay schedules;
  - (b) Positions filled on a seasonal basis;
  - (c) Positions filled on a part-time basis;
  - (d) Positions filled on an intermittent basis;
  - (e) Positions filled by supervisors or managers; and
  - (f) Positions filled by employees in a formally designated trainee or developmental program.
7. Employees whose official position descriptions have the same title, series, and grade, but who have specialties which are identified on their position descriptions by parenthetical title, in accordance with applicable classification standards, shall be assigned to separate competitive levels.
8. A position shall be considered as being formally designated in a trainee or developmental program, if it has all the following characteristics:

- (a) The program shall have been designed to meet the DCHA's needs and requirements for the development of skilled personnel;
- (b) The program shall have been formally designated, with its provisions made known to employees and supervisors;
- (c) The program shall be developmental by design, offering planned growth in duties and responsibilities, and providing advancement in recognized lines of career progression.

### **Section G—Retention Register**

1. The DCHA shall establish a retention register whenever a competing employee is to be released from his or her competitive level.
2. A separate retention register shall be prepared for each competitive level in the competitive area.
3. The retention register shall document the final action taken, and effective date of such action for each employee released from his or her competitive level.
4. Each competitive level shall be identified by the title, series, and grade of the position(s) which composed the competitive level. When a competitive level consists of two (2) or more different titles, each position title shall be identified on the retention register.
5. The retention register for each competitive level shall list all positions in the competitive level. A written justification shall be attached to the retention register when positions of the same title, series, and grade are placed in different competitive levels.
6. The retention register shall include all of the following:
  - (a) The name of each competing employee in the competitive level, whether in duty status or paid or unpaid leave status.
  - (b) The name of each competing employee in the competitive level who is receiving continuation of pay under the rules applicable under the predecessor Agreement.

- (c) The name of each competing employee in the competitive level who is in a leave-without-pay status based upon receipt of disability compensation benefits under the rules applicable under the predecessor Agreement.
  - (d) The name of each competing employee detailed or temporarily reassigned from the competitive level.
  - (e) The name of each competing employee temporarily promoted from the competitive level by a temporary or term promotion; and
  - (f) The name of each competing employee on a temporary assignment from the competitive level to a governmental entity or institution of higher education pursuant to authorized programs.
7. An employee on military duty with restoration rights as specified in applicable laws shall not be placed on a retention register.
  8. An employee who has received a written decision in accordance with this Agreement to demote him or her shall compete for retention in the position to which he or she will be demoted.
  9. At the bottom of the retention register or on a separate list appended to the retention register in the order set forth below shall be the following:
    - (a) The name and expiration date of the appointment or reassignment of each employee serving in a position in the competitive level who is in a specify limited temporary appointment or on a temporary reassignment;
    - (b) The name and expiration date of promotion of each employee serving in a position in the competitive level on a temporary or term promotion; and
    - (c) The name of each employee serving in a position in the competitive level with a current performance rating of unsatisfactory.

#### **Section H—Retention Standing/Tenure Groups**

1. The name of each competing employee shall be listed on the retention register in the order of his or her retention standing.

2. Competing employees shall be categorized on a retention register in the groups listed in Section H (3) on the basis of tenure of employment, including additional credit as provided in Sections K, L, and M.
3. The retention register groups, in descending order of retention standing, shall be tenure group I; group II, and group III.
4. Within each group, employees shall be listed by their reduction in force service computation date, as defined in Section J, beginning with the earliest date.
5. Tenure group I shall include each employee (other than one in group II or Group III) who is not serving a probationary period.
6. Tenure group II shall include the following:
  - (a) Each employee serving a probationary period; and
  - (b) Each employee who has completed his or her probationary period, and who is in an obligated position.
7. Tenure group III shall include each employee serving under an indefinite appointment, a TAPER appointment, and a term appointment.

### **Section I—Non-competing Employees**

1. An employee serving under a temporary appointment shall be a non-competing employee in a reduction in force and shall be terminated ahead of all competing employees in the competitive level without regard to length of creditable service or preference eligibility, unless the positions in the competitive level are not affected by the reduction in force.
2. An employee with an unsatisfactory performance rating shall be a non competing employee in a reduction in force and shall be terminated ahead of any competing employee in his or her competitive level without regard to length of creditable service or preference eligibility, unless the positions in the competitive level are not affected by the reduction in force.
3. To ensure that such employees are separated ahead of competing employees, they shall be listed separately be-

low group III employees on the retention register or on a separate list appended to the retention register, as provided in Section H.

### **Section J—Retention Standing: Length of Service**

1. Creditable service in the determining length of service shall include all federal, District government, and military service otherwise creditable for Civil Service Retirement purposes under title 5 U.S.C. § 8332 or D.C. government retirement under D.C. Official Code §§ 1-626.2 (2001 ed.)
2. A reduction in force service computation date shall be established for each competing employee as specified in this section.
3. An employee's reduction in force service computation date shall be the date which reflects total creditable service plus additional service credit. If applicable, for an outstanding performance rating, veteran's preference and residency preference; and such date shall be one (1) of the following:
  - (a) The date of entrance on duty, when there is no previous creditable service:
  - (b) The date obtained by subtracting total creditable previous service from the date the employee last entered on duty: or
  - (c) The date obtained by subtracting from the date established by Section J. 1 or the additional service credit allowed for one (1) or more of the following:
    - (i) A current performance rating of "Outstanding" in accordance with Section K;
    - (ii) A preference eligible in accordance with Section L; and
    - (iii) Residency preference in accordance with Section M.

### **Section K—Retention Standing/Performance Rating**

1. Each employee who has a current performance rating of "Outstanding" shall be credited with four (4) years of additional service.

2. The current performance rating shall be the performance rating for the year which ended on the March 31 preceding the date of the reduction in force notice.
3. To be credited under Section K. 1, the performance rating must have been officially acted upon with all the necessary approvals, received in the HRD no later than thirty (30) days before the close of business of the day immediately before the reduction in force notice is issued.
4. A performance rating received by HRD after the date specified in Section K. 3 shall not change the employee's retention standing.

### **Section L—Retention Standing/Veterans Preference**

1. In accordance with D.C. Official Code §1-624.02 (2001) veterans preference eligibility shall be determined in accordance with Federal law and regulations issued there under by the U.S. Office of Personnel Management.
2. Pursuant to the federal regulations referred to in L. 1, a retired member of a military service shall be considered' a preference eligible under this chapter only if he or she meets at least one (1) of the following conditions:
  - (a) The employee's military retirement is based on disability that either:
    - (i) Resulted from injury or disease received in the line of duty as a direct result of armed conflict; or
    - (ii) Was caused by an instrumentality of war incurred in the line of duty during a period of war as defined by §§ 10.1 and 301 of title 38 U.S. Code:
  - (b) The employee's military service does not include twenty (20) or more years of full-time active service, regardless of when performed. However, this total does not include periods of active service for training; or
  - (c) The employee has been employed continuously since November 30, 1964, in a position without a break in service of more than thirty (30) days.
3. An employee who would otherwise be considered a preference eligible under conditions in Section L. 2 (b) or (c)

shall not be considered a preference eligible for purposes of this chapter if the employee retired at or above the rank of major or its equivalent.

4. A preference eligible having a service-connected disability of thirty percent (30%) or more shall be credited with eight (8) years of additional service.
5. A preference eligible, other than as described in Section L. 4, shall be credited with four (4) years of additional service.

### **Section M—Retention Standing Residency Preference**

1. Residency preference eligibility in a reduction in force shall be determined as follows; five (5) years of additional service shall be credited to all of the following:
  - (a) Each competing employee who is a bona fide resident of the District of Columbia;
  - (b) Each competing employee who is not a resident of the District of Columbia but who was hired prior to January I, 1980 and has continued employment without a break in service of one (1) workday or more since that date; and
  - (c) Each competing employee who is not a resident of the District of Columbia but who was a former employee of the U.S. Department of Health & Human Services at St. Elizabeth Hospital who accepted employment with the District of Columbia government or DCHA without a break in service effective October 1, 1987, and who has continued employment without a break in service of one (1) workday or more since that date.

### **Section N—Effective Date of Retention Standing**

1. The retention standing of each employee released from his or her competitive level shall be determined as of the date of release.
2. When DCHA discovers an error in the determination of an employee's retention standing, it shall correct the error and adjust any erroneous reduction in force action in accordance with the employee's true retention standing as of the effective date established under this section.

## **Section O—Release from Competitive Level**

1. A competing employee shall not be released from a competitive level while any of the following is retained in that level:
  - (a) An employee with specifically limited temporary appointment;
  - (b) An employee with a specifically limited temporary or term promotion; or
  - (c) An employee with an “Unsatisfactory” performance rating.
2. A competing employee shall not be released from a competitive level while an employee with lower retention standing is retained in that level, except as required under Section P when an employee is retained under a mandatory exception.
3. Competing employees shall be selected for release from a competitive level in the inverse order of retention standing, beginning with the employee with the lowest retention standing on the retention register.
4. When one (1) or more but not all employees with the same reduction-in-force service computation dates in the same tenure group must be released from a competitive level, the ties shall be broken as follows:
  - (a) The employee who encumbers the position to be abolished shall be released;
  - (b) If still tied, the employee who has the least service in the agency shall be released, and
  - (c) If still tied, the last digit of the social security number shall be used and the employee with the lowest last digit shall be released.
5. When an employee is selected for release from his or her competitive level, the personnel authority shall separate the employee for service.

## **Section P—Mandatory Exceptions**

1. When employees are released from their competitive levels under Section P, the special retention preferences outlined in this section shall be applicable.

2. Each group I or II preference eligible employee entitled to retention for one (1) year after restoration under the Vietnam Veterans Readjustment Assistance Act of 1974. (Title 38, U.S. Code § 2021-2026), shall be retained over other employees in his or her tenure group for the retention period.
3. Each group I or II non-preference eligible employee entitled to retention for either six (6) months or one (1) year after restoration under the Vietnam Veterans Readjustment Assistance Act of 1974, (title 38, U.S. Code §§ 2021-2026), shall be retained over other employees in his or her tenure group for the retention period.
4. The retention register shall indicate the reasons for any deviation from the regular order of selection required by Sections P. 2 and 3, respectively.

### **Section Q—Notice To Employees**

1. Each competing employee selected for release from his or her competitive level under this chapter shall be entitled to written notice at least thirty (30) full days before the effective date of the employee's release.
2. The notice required by this section shall not be issued until the Executive Director has authorized the reduction in force procedure.
3. A notice shall not be issued less than thirty (30) days before the effective date of the employee's release.
4. In counting the thirty-day (30-day) minimum notice period, the day the employee receives this notice shall be omitted, and a notice period that ends on a Saturday, Sunday, or legal holiday shall be automatically extended to the next work day.
5. DCHA shall not retain an employee beyond the end of the notice period.
6. The notice to the employee shall specify the effective date of the employee's release from his or her competitive level.
7. A notice shall expire when followed by the action specified in the notice, or in an amendment made to the notice

before the agency takes the action. Such amendment shall be permitted without extension of the notice period only when the action to be taken is less severe than the action in the original notice.

8. A reduction in force action shall not be taken before the effective date of a notice.
9. An employee shall be retained in an active duty status during the notice period unless on leave pursuant to the leave provisions of this Agreement.
10. Each notice shall state the following:
  - a. The specific action to be taken and its effective date;
  - b. The employee's competitive area, competitive level, tenure group, and reduction in force service computation date;
  - c. The place where the employee may inspect this Agreement and/or other rules and records pertinent to his or her case;
  - d. The reasons for retaining lower-standing employee in the same competitive level, if applicable;
  - e. The employee's appeal rights, including the time limit for appeal and the location of the office to which an appeal should be sent; and
  - f. Specific information concerning the employee's right to priority placement consideration, if the employee will not be retained.

### **Section R—Records**

1. The DCHA shall maintain the correct records needed to determine the retention standing of competing employees.
2. The DCHA shall allow inspection of retention registers and related records by the following:
  - a. A DCHA employee who is affected by the reduction in force, or his or her representative;
  - b. A supervisor or manager whose unit is affected by reduction in force;

- c. Others who are determined by the DCHA to have a legitimate need to review such materials in order to carry out their official duties.
3. All registers and records relating to an employee shall be preserved intact for at least one (1) year from the date the employee is issued a specific reduction in force notice, or until any appeal is decided, whichever is later.

### **Section S—Appeals**

An employee may file an appeal contesting the separation procedures of this Article pursuant to the grievance procedures set forth in Article 9 of this Agreement, except that allegations of discrimination shall be filed pursuant to section 303 of the Human Rights Act of 1977 (D.C. Official Code § 2.1430.01 et. seq.).

## **PART II**

### **DCHA REEMPLOYMENT PRIORITY PROGRAM**

#### **Section A—Reemployment Priority List**

1. The DCHA shall establish and maintain a reemployment priority list for each competitive area in which it separates group I and II employees.
2. A group I employee's name shall remain on the reemployment priority list for two (2) years, and a group II employee's name for one (1) year from the date he or she was separated from his or her competitive level.
3. Employees covered under the provisions of this section shall be entered automatically on the list immediately after it has been determined that such employees are to be adversely affected by the reduction in force and not later than issuance of the notice of reduction in force.
4. The employee's name shall be entered on the DCHA reemployment priority list for all positions for which he/she is qualified as follows:
  - a. At his or her grade level at the time of separation;  
and

- b. At any lower grade acceptable to the employee.

The DCHA may delete an employee's name from the list when he or she declines a non-temporary position with a tour of duty similar to the position from which separated and a representative rate the same as or higher than that of the grade of the position from which he or she was separated.

### **Section B—Appointment from DCHA Reemployment Priority List**

1. When a qualified person is available on the DCHA's reemployment priority list, a position within that agency shall not be filled except as provided under this Agreement and shall not be filled by the following:
  - a. A new appointment;
  - b. Transfer; or
  - c. Reemployment of a person not on the DCHA reemployment priority list.
2. Section B.1 shall not apply when all qualified persons on the DCHA reemployment priority list decline or have failed to respond to offers of employment.
3. In selecting employees on the DC reemployment priority list from among those adversely affected by reduction in force, but who have not yet been separated, offers of employment shall be made according to the employees' relative standing in their competitive levels. In this regard a lower standing employee shall not be offered a position if a higher standing employee qualified for the position unless the higher standing employee declines the position.
4. The order of priority in selecting from a DCHA reemployment priority list shall be as follows:
  - a. For positions from which separated, offers of employment shall be made according to the displaced employee's relative standing in his or her competitive level. In this regard, a lower standing displaced employee shall not be offered a position if a higher standing displaced employee is on the agency reemployment priority list unless the higher standing displaced employee declines the position; and

- b. For positions other than from which separated, preference shall be given to a tenure group I displaced employee over a tenure group II displaced employee, without regard to their relative standing within the tenure group.
5. When a position becomes available in the DCHA, preference shall be given to the reemployment of a person who is on the DCHA reemployment priority list.
6. The Executive Director may appoint a person not on the DCHA reemployment priority list or a person on the list with lower standing than others on the list only when it is necessary to obtain an employee for duties that cannot be taken over, without undue interruption to the DCHA, by a person on the list with higher standing than the person appointed.

### **PART III**

### **SEVERANCE PAY**

#### **Section A—Eligibility**

1. Each full-time and part-time employee with a regularly pre-scheduled tour of duty within each administrative workweek who has been currently employed for at least one (1) year who is not eligible for immediate retirement and who is involuntarily separated from the DCHA under the provisions of this Agreement shall be entitled to severance pay under the procedures set forth in this Section A.
2. Notwithstanding paragraph 1, above, the following employees are not covered and shall not be entitled to severance pay:
  - a. An employee serving under a term appointment or a temporary appointment except one so appointed for full-time employment without a break in service of three (3) calendar days following service under an appointment without time limitation if the employee has served one (1) year;
  - b. An employee who at the time of separation has fulfilled the requirements for an immediate annuity or is receiving an annuity under any District of Columbia or federal

retirement system including a member of the uniformed services;

- c. An employee who at the time of separation from the DCHA's service is receiving disability compensation under D.C. Official Code § 1-623.01 et seq. (2001 ed.) other than one receiving this compensation concurrently with pay or on account of the death of another individual;
- d. An employee who, at the time of separation from DCHA's service, is entitled to receive other severance pay from the District or Federal Government;
- e. An employee who is compensated on an honorarium, stipend, fee, per diem, or any other paid basis;
- f. An employee who is involuntarily separated from the DCHA's service by removal for cause on charges of misconduct delinquency or inefficiency;
- g. An employee who, at the time of separation from the DCHA's service, is offered and declines to accept an equivalent position (a position of like seniority, tenure, and pay other than a retained rate in DCHA).
- h. An employee who is offered an opportunity to transfer with a part of DCHA when it is transferred to or merged with a District controlled corporation, when the statute effecting the transfer or merger includes provisions to assure that an employee who transfers will be regarded as continuing in the employ of the District for purposes of health, life, and retirement benefits.

## **Section B—Computing Creditable Service**

1. In computing an employee's creditable service for severance pay purposes, all service that is creditable for annual leave accrual purposes is included, except that military service is not to be counted unless it interrupts otherwise creditable civilian service.
2. Additional service credit is to be provided as follows:
  - a. Four (4) years of service credit for an employee who qualifies for veterans preference under District of Columbia law; and

- b. Three (3) years of service credit for an employee who qualifies for residency preference.
3. In computing an employee's total years of creditable civilian service, twenty-five percent (25%) of a year is to be credited for each three (3) months of service that exceeds one (1) or more full year.

### **Section C—Computation of Severance Pay**

1. Severance pay consists of:
  - a. A basic severance allowance computed on the basis of one (1) week's basic pay at the rate received immediately before separation for each year of civilian service up to and including ten (10) years of which severance pay has not been received under any District or federal authority and two (2) weeks' basic pay at that rate for each year of civilian service beyond ten (10) years for which severance pay has not been received under any District or federal authority; and
  - b. An age adjustment allowance computed on the basis of ten percent (10%) of the total basic severance allowance for each year by which the age of the recipient exceeds forty (40) years at the time of separation.
2. In computing an employee's total years of age forty (40) years for the age adjustment allowance, credit is to be given at the rate of twenty-five percent (25%) of a year for each three (3) months that the employee's age exceeds forty (40).
3. Total severance pay may not exceed one (1) year's pay at the rate received immediately before separation. If at the time of separation, an employee is receiving a retained rate, that rate is his or her basic pay for purposes of computing severance pay.
4. A Severance Pay Worksheet shall be used to compute the severance pay fund for each employee who is separated with an entitlement to severance pay.
5. To obtain the severance pay fund, multiply the employee's weekly pay rate by the service factor for the number of years of creditable service; then multiply the result by the

age factor if the employee is over forty (40) years of age. The final result is the severance pay fund. If the severance pay fund exceeds the employee's annual rate of pay received immediately before separation the severance pay payable will be limited to the employee's annual rate of pay.

6. The service and age factors are to be used in computing severance pay. To obtain the severance pay fund, multiply the employee's weekly pay rate by the service factor for the number of years of creditable service; then multiply the result of the age factor if the employee is over forty (40) years of age. The final result is the severance pay fund. If the severance pay fund exceeds the employee's annual rate of pay received immediately before separation, the severance pay payable will be limited to the employee's annual rate of pay.
7. There is a lifetime fifty-two (52) week limit on the number of weeks an employee can ever be entitled to severance pay. Consequently, if an employee has previously received severance pay as a result of an earlier separation the number of weeks for which the employee previously received severance pay is to be deducted from the number of weeks it will take to exhaust the current computation of severance pay payable to the employee. .

## **Section D—Payment of Severance Pay**

### **1. General Provisions.**

- a. On an employee's separation, the DCHA will pay the employee the severance pay payable at the same pay period intervals as if still employed until the severance pay fund is exhausted, except that the final payment is to consist only of that portion of the severance pay fund remaining.
- b. If the employee dies before the end of the period covered by payments of severance pay, the payment of severance pay with respect to the employee is to be continued to the survivor of the employee.
- c. Severance pay payments are subject to deduction only for federal and District of Columbia or State income taxes, and, if applicable, FICA tax (social security).

- d. Severance pay payments cease when an employee is appointed to a full- or part-time permanent position. An employee may accept one or more temporary limited appointments while- receiving severance pay without losing his or her entitlement to severance pay; however, severance pay payments are suspended during the period of the temporary appointment(s).

## **2. Restrictions.**

- a. If an employee is reemployed by the District or Federal Government before the end of the period covered by payments of severance pay, the payments are to be discontinued beginning with the date of reemployment. The service represented by the unused portion of the period is to be re-credited to the employee for use in any later computations of severance pay.
- b. Severance pay is not a basis for payment of any other type of District or Federal Government benefits, and may not be included in the basis for computation of such benefits. A period covered by severance pay is not a period of District or Federal government service or employment.

## APPENDIX C

### ENVIRONMENTAL PAY DIFFERENTIAL APPLICABLE TO DCHA EMPLOYEES

#### Section A—Policy

This policy describes the basis for DCHA approving and paying environmental pay differentials pursuant to Article 42 of this Agreement. A list of the categories of situations and the differentials payable for each category are included in Section G of this appendix. This list includes illustrative guidelines for the various degrees of unusual hazards, physical hardships and working conditions.

Environmental pay differentials are paid for exposure to:

- (1) a hazard of an unusual nature which could result in significant injury, illness, or death, such as on a high structure when the hazard is not practically eliminated by protective facilities or on an open structure when adverse conditions exist, e.g., darkness, lightning, steady rain; snow, sleet, ice, or high wind velocity;
- (2) a physical hardship of an unusual nature under circumstances which cause significant physical discomfort in the form of nausea, or skin, eye, ear, or nose irritation, or conditions which cause abnormal soil of body and clothing, etc., and where such distress or discomfort is not practically eliminated:

The creation of an environmental pay differential will not deter DCHA's continuing efforts to abate the hazards, physical hardships, or working conditions of an unusual natural when said conditions are present in the work place.

#### Section B—Definition

Environmental pay differential means additional pay authorized as specified in this policy, and/or promulgated to conform hereto, for a category of situations. An environmental pay differential is paid to a DCHA employee who is exposed to a hazard, physical hardship, or working condition of an unusual nature which has been identified in a schedule of environmental pay differentials established by DCHA and set forth below. The schedule of environmental pay differentials shall determine the

methods of payment and the various degrees of hazards, physical hardships, and working conditions, of an unusual nature for which differentials are payable.

### **Section C—Schedule Of Environmental Pay Differentials**

The amount of differentials shall be listed in the schedule of differentials as referenced in this appendix. Environmental pay differential shall be paid to employees on an actually exposed basis when the employee is performing assigned duties which expose him/her to an unusual hazard, physical hardship, or working conditions as indicated herein.

When an employee is entitled to an environmental pay differential on an actually exposed basis he/she shall be paid a minimum of one hour's differential for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one quarter hour for each fifteen (15) minutes and portion thereof in excess of fifteen (15) minutes.

An employee subjected to more than one hazard, physical hardship, or working condition of an unusual nature as cited in Section G shall be paid for that exposure which results in the highest differential but shall not be paid more than one (1) differential for the same hours of work.

An environmental pay differential shall be considered part of an employee's rate of basic pay in computing overtime, holiday, and Sunday premium pay, retirement deductions, and group life insurance deductions.

Some environmental differentials are payable whenever the criteria in the category definition are met. Other differentials are payable only if protective facilities, devices, or clothing have not practically eliminated the hazard, physical hardship, or working condition of an unusual nature categories. Categories which are subject to practical elimination contain language to that effect in the definition (e.g., "cold work").

### **Section D—Responsibility**

When there appears to be a situation involving an unusual hazard, physical hardship or working condition, management should ensure that the employee to be affected has the appropriate equipment and clothing needed to properly address the situation. Such clothing and equipment will be issued in accordance with and Articles 15 and 17 of the Agreement.

## **Section E—Procedures**

An employee who is exposed to an environmental situation shall be paid the environmental pay differential for all hours of duty in a pay period creditable for pay purposes.

The supervisor should keep a record of the exposure by completing a DCHA Incident Report Form. The form should be signed by the supervisor describing the hazardous situation, day(s) and hours during which the hazardous duty was performed and any protective clothing or devices supplied to the employee. The employee must also sign the incident report. A copy of the incident report should be forwarded with the appropriate time and attendance sheet to the DCHA Finance Department (payroll office) on the regularly scheduled date for time and attendance forms. The time sheet must reflect the number of hours in the “Hazard Duty” column for payment of the environmental pay differential. A copy of the Incident Report Form must also be forwarded to the Office of Risk Management, 1133 North Capitol Street, N.E., Suite 213, Washington, D.C. 20002.

Amendments to the categories in Section G in the form of additions changes or deletion may be made by the Executive Director at the request of any employee or by his/her collective bargaining representative.

## **Section F—Reporting Hazards**

The payment of environmental pay differentials is not intended to condone work practices which place employees in life threatening or unduly dangerous conditions or circumstances which violate applicable work safety laws, rules and regulations. Managers and workers shall be trained to identify unsafe conditions and to initiate efforts to eliminate hazards and to protect employees to the greatest extent possible from any deleterious effect from exposure to unusual hazards, hardships or conditions. An effort should be made to eliminate each hazard or other hardship situation, including strict adherence to DCHA safety policies and procedures.

Employees and managers should report all hazardous conditions or potentially hazardous conditions to the Risk Management Office. The Risk Management Office also will hear any complaints or disputes from employees or managers concerning the safety of working conditions following the implementation of practical protection and abatement measures.

## **Section G—Category Of Exposure**

### **1. High Work—Differential Rate 27%**

Working on any structure at least one hundred (100) feet above the ground, deck, floor, or from the bottom of a tank or pit;

Working at a lesser height:

- (1) If the footing is unsure or the structure is unstable;  
or
- (2) If safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, a similar support) or
- (3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning or similar environmental factors render working at such height(s) hazardous.

### **2. Dirty Work—Differential Rate 5%**

Performing work which subjects the employee to soil of body or clothing:

- a. Beyond that normally to be expected in performing the duties of the classification; and
- b. Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health consideration (excessive temperature, asthmatic conditions, etc.), or
- c. When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.

### **3. Cold Work—Differential Rate 5%**

Working in cold storage or other climate controlled areas where the employee is subjected to temperatures at or below freezing (32 degrees Fahrenheit).

### **4. Hot Work—Differential Rate 5%**

Working in confined spaces wherein the employee is subjected to temperatures in excess of 110 degrees Fahrenheit.

## **5. Welding Preheated Metals—Differential Rate 5%**

Welding various metals or performing an integral part of the welding process when the employee must work in confined spaces in which large sections of metal have been preheated to 150 degrees Fahrenheit or more, and the discomfort is not alleviated by protective devices or other means, or when uncomfortable protective equipment must be worn.

## **6. Micro-soldering or Wire Welding and Assembly—Differential Rate 5%**

Working with binocular-type microscopes under conditions which severely restrict the movement of the employee and impose a strain on the eyes, when soldering or wire welding and/or assembly of miniaturized electronic components.

## **7. Explosives and Incendiary Material—High Degree Hazard—Differential 10%**

Working with or in close proximity to explosives and incendiary materials which involves permanent or temporary, partial or complete, loss of sight or hearing, partial or complete loss of any or all extremities, other partial or total disabilities of equal severity, and/or loss of life resulting from work situations wherein protective devices and/or safety measures either do not exist or have been developed but have not practically eliminated the potential for such personal injury. Normally such work situations would result in extensive property damage requiring complete replacement of equipment and rebuilding of the damaged area, and could result in personal injury to adjacent employees.

Examples:

- (a) Working with, or in close proximity to operations involved in testing, inspection, renovation, maintenance, and disposal such as:
- (b) Screening, blending, drying, mixing, and pressing of sensitive explosives and pyrotechnic compositions such as lead azide, black powder, and photoflash powder.

## **8. Explosives and Incendiary Material—High Degree Hazard—Differential 5%**

Working with or in close proximity to explosives and incendiary materials which involves potential injury such as laceration

of hands, face, or arms of the employee engaged in the operation and possible adjacent employees, minor irritation of the shin, minor burns, and/or minimal damage to immediate or adjacent work area or equipment being used.

Example:

- (a) All operations involving loading, unloading, storage, and hauling of explosive and incendiary material.

### **9. Poisons (Toxic Chemicals)—High Degree Hazard— Differential Rate 10%**

Working with or in close proximity to poisons (toxic chemicals) other than tear gas or similar irritants, which involves potential serious personal injury such as permanent or temporary, partial or complete loss of acuities and/or loss of life including exposure of an unusual degree to toxic chemicals, dust, or fumes of equal toxicity generated in work situations by processes required to perform work assignments wherein protective devices and/or safety measures have been developed but have not practically eliminated the potential for such personal injury.

Examples:

- (a) Handling and storing toxic chemical agents including monitoring of areas to detect presence of vapor or liquid chemical agents, examining of material for signs of leakage or deteriorated material, decontaminating equipment and work sites, work relating to disposal of deteriorated material (exposure to conjunctivitis, pulmonary edema, blood infection, and impairment of the nervous system, possible death).
- (b) Visually examining chemical agents to determine conditions or detect leaks in storage container.
- (c) Transferring chemical agents between containers.
- (d) Salvaging and disposing of chemical agents.

### **10. Poisons (Toxic Chemicals)—Low Degree Hazard— Differential Rate 5%**

Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in direct contact with or exposed to the more

toxic agents as in the case with the work described under high hazard for the class of hazardous agents.

Examples:

- (a) Handling for shipping, marking, labeling, hauling and storing loaded containers of toxic chemical agents that have been monitored.

### **11. Micro-Organisms—High Degree Hazard—Differential Rate 10%**

Working with or in close proximity to micro-organisms which involves potential personal injury such as death, or temporary, partial, or complete loss of faculties or ability to work due to acute, prolonged, or chronic disease. These are work situations wherein the use of safety devices and equipment, medical prophylactic procedures such as vaccines and antiserums and other safety measures do not exist or have been developed but have not practically eliminated the potential for such personal injury.

Example:

- (a) Direct contact with primary containers of organisms that are pathogenic for man such as culture flasks, culture test tubes; hypodermic syringes and similar instruments, and biopsy and autopsy material.

### **12. Micro-Organisms—Low Degree Hazard—Differential Rate 5%**

Working with or in close proximity to micro-organisms in situations for which the nature of the work does not require the individual to be in direct contact with primary containers of organisms that are pathogenic for man, such as culture flask, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material.

**MEMORANDUM OF UNDERSTANDING REGARDING  
A LEAVE BANK COMMITTEE  
BETWEEN  
AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES  
LOCAL 2725  
AND  
DISTRICT OF COLUMBIA HOUSING AUTHORITY**

The District of Columbia Housing Authority (DCHA) and Local 2725 of the American Federation of Government Employees (the Union), agree to continuation of the leave bank for employees of the DCHA and to continued the Leave Bank Committee.

The Leave Bank Committee consists of two (2) representatives appointed by the DCHA's Executive Director and two (2) representatives appointed by the Union's President.

Issues that cannot be resolved by the Leave Bank Committee shall be resolved by the Executive Director and the Union President.

Policies and Procedures established by the Leave Bank Committee shall bear the signature of DCHA's Executive Director and the Union's President.

*Michael Kelly, Executive Director,  
District of Columbia Housing Authority*

*Eric Bunn, President,  
American Federation of Government Employees,  
Local 2725*

**MEMORANDUM OF UNDERSTANDING REGARDING  
AN ALTERNATIVE WORK SCHEDULE COMMITTEE  
BETWEEN  
AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES  
LOCAL 2725  
AND  
DISTRICT OF COLUMBIA HOUSING AUTHORITY**

The District of Columbia Housing Authority (DCHA) and Local 2725 of the American Federation of Government Employees (the Union) (collectively references as the Parties), agree to establish an Alternative Work Schedule Committee which shall establish procedures for creation of alternative work schedules (AWS).

Alternative work schedules includes both flexible work schedules (FWS) and compressed work schedules (CWS).

Alternative work schedules shall not be established without agreement between the Parties regarding, but not limited to, work areas and employees eligible for participation, the parameters applicable to work schedules established, how and when AWS will begin or end and applicability of overtime or compensatory time provisions in accordance with the provisions of Article 40 of the Collective Bargaining Agreement.

The Alternative Work Schedule Committee shall consist of two (2) representatives appointed by the DCHA's Executive Director and two (2) representatives appointed by the Union's President and shall be convened no later than ninety (90) days after execution of this Collective Bargaining Agreement.

*Michael Kelly, Executive Director,  
District of Columbia Housing Authority*

*Eric Bunn, President,  
American Federation of Government Employees,  
Local 2725*

**MEMORANDUM OF UNDERSTANDING REGARDING  
INCREASES IN THE EMPLOYER'S CONTRIBUTION  
TO OPTICAL, DENTAL AND LEGAL PLANS**

**BETWEEN**

**AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES  
LOCAL 2725**

**AND**

**DISTRICT OF COLUMBIA HOUSING AUTHORITY**

The District of Columbia Housing Authority (DCHA) and Local 2725 of the American Federation of Government Employees (the Union), agree as follows:

- DCHA shall increase the employer's contribution to the Dental Plan by four dollars and fifty cents (\$4.50) per employee per month.
- DCHA shall increase the employer's contribution to the Legal Plan by three dollars and twenty five cents (\$3.25) per employee per month.
- DCHA shall increase the employer's contribution to the Optical Plan by two dollars (\$2.00) per employee per month.

*Michael Kelly, Executive Director,  
District of Columbia Housing Authority*

*Eric Bunn, President,  
American Federation of Government Employees,  
Local 2725*

**MEMORANDUM OF UNDERSTANDING REGARDING  
PRINTING OF THE OCTOBER 1, 2007  
THROUGH SEPTEMBER 31, 2010 COLLECTIVE  
BARGAINING AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES  
LOCAL 2725**

**AND**

**DISTRICT OF COLUMBIA HOUSING AUTHORITY**

The District of Columbia Housing Authority (DCHA) and the American Federation of Government Employees, Local 2725 (the Union, collectively The Parties) hereby agree as follows:

- The printing of the Collective Bargaining Agreement (the Agreement) which is the subject of this Memorandum of Understanding will be the responsibility of the Union.
- The DCHA shall reimburse the Union for reasonable expenses incurred for printing the Agreement within thirty (30) days of receipt of the Union's documented request for reimbursement.

Michael Kelly, *Executive Director,*  
*District of Columbia Housing Authority*

Eric Bunn, *President,*  
*American Federation of Government Employees,*  
*Local 2725*

**MEMORANDUM OF UNDERSTANDING REGARDING  
A CAREER LADDER FOR MAINTENANCE  
MECHANICS AND HOUSING  
MANAGEMENT ASSISTANTS**

**BETWEEN**

**AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES  
LOCAL 2725**

**AND**

**DISTRICT OF COLUMBIA HOUSING AUTHORITY**

The District of Columbia Housing Authority (DCHA) and Local 2725 of the American Federation of Government Employees (the Union), agree to create career ladders for the above cited positions as follows:

**A. Maintenance Mechanics Career Ladder Grades 9 and 10**

1. Employees who have occupied a grade 9 Maintenance Mechanic position for one year shall be promoted to the next grade in the career ladder.
2. Employees who do not have one year time in grade shall be promoted on the date the one year time in grade is reached.

**B. Housing Management Assistants Career Ladder Grades 7 and 8**

1. Employees who have occupied a grade 7 Housing Management Assistant position for one year shall be promoted to the next grade in the career ladder.
2. Employees who do not have one year time in grade shall be promoted on the date the one year time in grade is reached.

**C. Effective Date for Promotions**

1. The effective date of promotions accomplished in accordance with item A 1 and 2 and item B 1 and 2, above, shall be at the beginning of the first full pay period after May 1, 2008.

2. Employees shall receive back pay from the effective date of the promotion until the promotion is actually accomplished.
3. Subsequent career ladder promotions shall occur after one year of satisfactory performance in the lower grade.

Michael Kelly, *Executive Director,*  
*District of Columbia Housing Authority*

Eric Bunn, *President,*  
*American Federation of Government Employees,*  
*Local 2725*

**MEMORANDUM OF UNDERSTANDING REGARDING  
PROMOTION OF LABORERS, LABOR LEADERS,  
MAINTENANCE WORKERS, MAINTENANCE  
HELPERS AND EMPLOYEES WHO OCCUPY  
POSITIONS IN THE “TRADES” CATEGORY  
BETWEEN  
AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 2725  
AND  
DISTRICT OF COLUMBIA HOUSING AUTHORITY**

The District of Columbia Housing Authority (DCHA) and Local 2725 of the American Federation of Government employees (the Union) agree as follows:

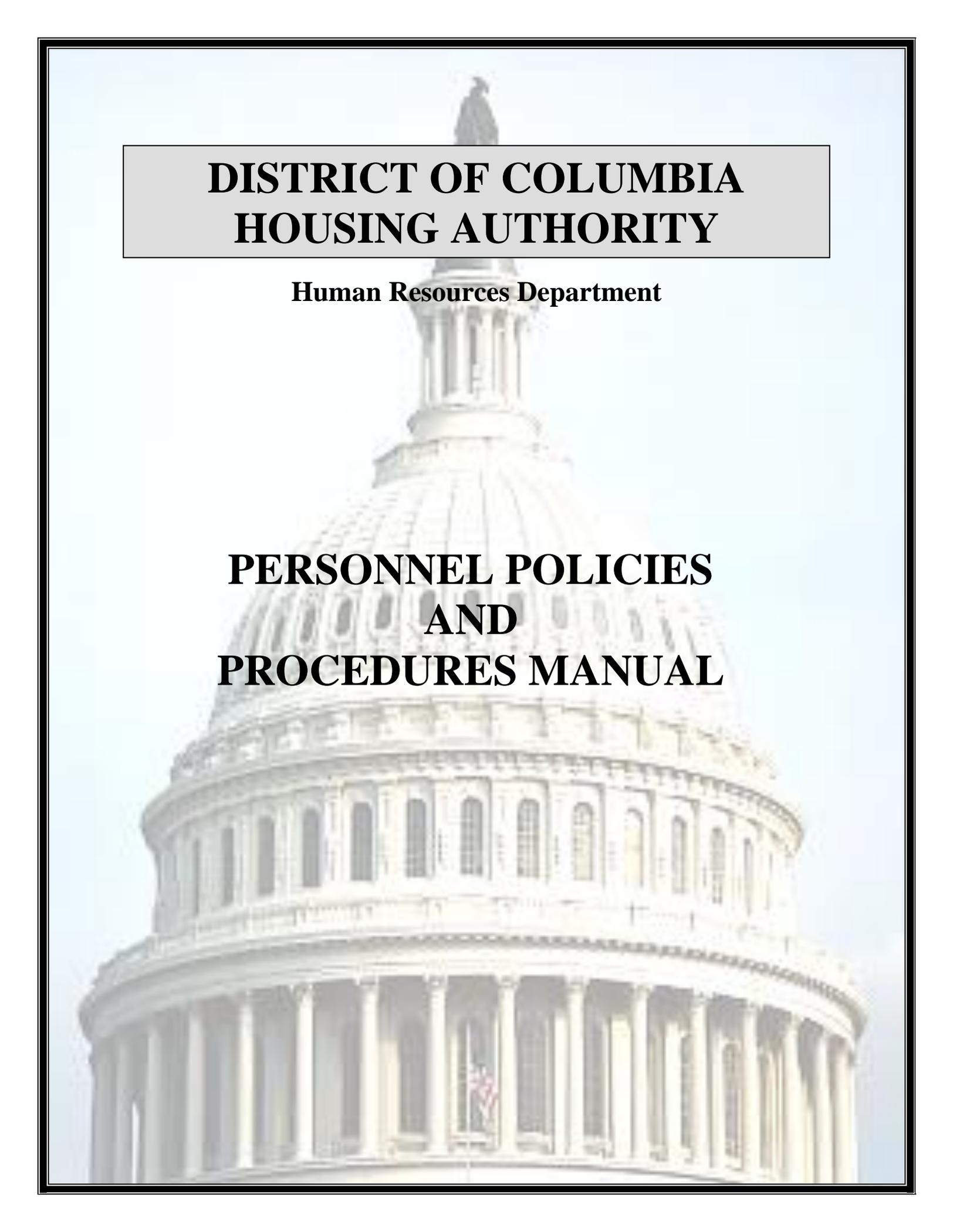
1. Effective on the beginning of the first full pay period after May 1, 2008, employees who occupy positions in the Laborer, Labor Leader, Maintenance Worker and Maintenance Helper category shall be promoted to one grade higher than their current grade.
2. Effective on the beginning of the first full pay period after May 1, 2008, employees who occupy positions in the “Trades” category shall be promoted as follows:
  - Employees who are required to have a “Masters” license related to the trade, and who currently have such a license, who are currently at grade RW-11 shall be promoted to grade RW-12.
  - Employees who are at grade RW-10 shall be promoted to grade RW-11.
  - Employees who are at grade RW-9 shall be promoted to grade RW-10.
3. Employees shall receive back pay from the effective date of the promotion until the promotion is actually accomplished.

Michael Kelly, *Executive Director,*  
*District of Columbia Housing Authority*

Eric Bunn, *President,*  
*American Federation of Government Employees,*  
*Local 2725*

## NOTES

## NOTES



**DISTRICT OF COLUMBIA  
HOUSING AUTHORITY**

**Human Resources Department**

**PERSONNEL POLICIES  
AND  
PROCEDURES MANUAL**



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

## TABLE OF CONTENTS

	Page
Welcome Letter from the Executive Director.....	i
Resolution 01-06.....	ii
Notice of Final Rulemaking.....	1
Chapter 71 DCHA Personnel Policies and Procedures Manual.....	3
<b><u>Section</u></b>	
<b>7100</b> Scope and Authority.....	3
<b>7101</b> The District of Columbia Housing Authority.....	3
<b>7102</b> Categories of Employees.....	3
<b>7103</b> Equal Employment/Affirmative Action.....	4
<b>7104</b> Job Posting, Recruiting, and Selection.....	4
<b>7105</b> Pre-Employment Testing and Physical Examinations.....	6
<b>7106</b> Hours of Work and Overtime.....	6
<b>7107</b> Holidays.....	7
<b>7108</b> Hiring, Influences in Hiring, Supervision, Assignment of Close Relatives of Employees.....	7
<b>7109</b> New Employee Probationary Period.....	8
<b>7110</b> Orientation of New and Rehired Employees.....	9
<b>7111</b> Termination or Removal of Employment.....	9
<b>7112</b> Classification and Compensation.....	10
<b>7113</b> Performance Evaluations or Appraisals.....	11
<b>7114</b> Ratings.....	11
<b>7115</b> Disciplinary Performance Probation.....	12
<b>7116</b> Merit Increases.....	12
<b>7117</b> Step Increases.....	12
<b>7118</b> Leave Policy.....	13
<b>7119</b> Annual Leave.....	13
<b>7120</b> Sick Leave.....	13
<b>7121</b> Personal Leave Incentive.....	14
<b>7122</b> Professional and Administrative Leave.....	15
<b>7123</b> Court Leave.....	15
<b>7124</b> Military Leave.....	15
<b>7125</b> Leave of Absence (LWOP).....	15
<b>7126</b> Unauthorized Absence (AWOL).....	15

Chapter 71 DCHA Personnel Policies and Procedures Manual  
Table of Contents (cont.)

<b><u>Section</u></b>	
<b>7127</b>	Bereavement Leave.....15
<b>7128</b>	Union Leave.....16
<b>7129</b>	Family and Medical Leave Policy.....16
<b>7130</b>	Flexi-Place.....16
<b>7131</b>	Health Care and Life Insurance Plans.....16
<b>7132</b>	Unemployment Compensation.....16
<b>7133</b>	Disability Compensation.....17
<b>7134</b>	Deferred Compensation.....17
<b>7135</b>	Retirement.....17
<b>7136</b>	Rules and Conditions.....17
<b>7137</b>	Disciplinary Action.....19
<b>7138</b>	Progressive Discipline.....19
<b>7139</b>	Progressive Disciplinary Measures.....20
<b>7140</b>	Corrective Actions.....21
<b>7141</b>	Suspension and/or Removal or Termination.....21
<b>7142</b>	Employee Grievance Procedure.....24
<b>7143</b>	Sexual Harassment.....25
<b>7144</b>	Employee Health and Safety.....26
<b>7145</b>	Drug-Free Workplace.....26
<b>7146</b>	Employee Assistance Program (EAP).....26
<b>7147</b>	Personnel Records.....26
<b>7199</b>	Definitions.....27
TTY Use and Etiquette.....29	
TTY Use.....29	
Etiquette.....30	
Other Abbreviations.....30	

Dear Employee:

Welcome to the District of Columbia Housing Authority's (DCHA) work family.

This manual of personnel policies and procedures contains important information about the Authority's policies and benefits which affect your day-to-day work at DCHA.

I would like to encourage you to take time to read through this manual and become familiar with its contents. The information in this manual describes basic employment requirements as well as employee benefits.

You should not hesitate to contact the Human Resources Department at (202) 535-1618 for additional information.

I trust you will find your work experience with the DCHA a rewarding one. Together we can move forward in providing a better community for the residents of the District of Columbia.

Sincerely,

Executive Director

# DISTRICT OF COLUMBIA HOUSING AUTHORITY

## NOTICE OF FINAL RULEMAKING

The District of Columbia Housing Authority (hereinafter "DCHA", or "Authority"), created pursuant to the District of Columbia Housing Authority Act of 1994 and acting pursuant to authority granted the Receiver, David Gilmore, appointed by Order of Judge Steffen W. Graae, of the Superior Court for the District of Columbia in the case captioned Catherine Delores Pearson, et. al, v. Sharon Pratt Kelly, et. al, and pursuant to the District of Columbia Alley Dwelling Act, as amended (D.C. Code 5-101 through 5-116) and Presidential Executive Order 6868 of October 9, 1934, as amended and transferred to the Department of Housing and Community Development pursuant to Reorganization Order No.3 of 1975 (21 DCR 2793; eff. July 3, 1975), and pursuant to the Reorganization Plan No.1 of 1987, effective December 15, 1987, hereby gives notice of its final rulemaking action taken on November 29, 1995, which amends the Housing Regulations (14 DCMR).

Although not under obligation to do so, on November 3, 1995, at Volume 42 DCR 6118 the Receiver, published a Notice of Proposed Rulemaking in the D.C. Register with regard to its Personnel Policy and Procedures. The Notice requested comments by November 10, 1995. Notwithstanding, the Government of the District of Columbia, Office of Personnel (hereinafter "City") submitted comments on November 21, 1995. No other comments were received. However, technical and/or clarifying revisions by DCHA have been incorporated into this Final Rule. The revisions that have been incorporated are not substantive.

The comments of the City were reviewed thoroughly and given due consideration. Pursuant to the comments received, a number of technical and clarifying revisions are being made to the Final Rule. For example, the City states that subsection 7100.3 of the proposed rule "does not meet the definition of a 'rule' in the D.C. Administrative Procedure Act." Without conceding that the DCHA is subject to said Act, the provision has been deleted. Further, as to subsection 7100.4 of the proposed rule, the City, inter alia, suggests that the Final Rule should state how the Receiver will alter or abolish its personnel policy and procedures. The suggestion is well taken. Therefore, in the Final Rule, "without prior notice to any employee" has been deleted.

Further, the City states that the clarification of subsection 7102.1(b) is necessary to determine who is considered a "permanent employee." DCHA agrees. Said subsection has been clarified in the Final Rule to make clear that all personnel, exclusive of collective bargaining unit employees, exempt employees, and contract employees, who have completed a probationary period, are considered permanent employees." Also, the City, referencing subsection 7106.1, asked "[h]ow it is possible for [DCHA] to disregard collective bargaining agreement regarding hours of work and overtime without re-negotiation?" DCHA did not intend to suggest that it would disregard the collective bargaining agreement. Therefore, the offending language, i.e., "[n]otwithstanding collective bargaining agreements to the contrary", has been deleted in the Final Rule.

Finally, the City made numerous comments to Section 7111. In essence, the City requests that the entire section be rewritten to clarify the rights of the permanent employees who will be subject to the Termination/Removal provisions. DCHA agrees and the provisions of this section have been clarified. Specifically, DCHA has made the following changes to Section 7111: (1) the title of the Section 7111 has been changed to “Termination of or Removal from Employment” to make clear that the section in question applies to terminations or removals; (2) subsections 7111.2, 7111.3, and 7111.4, all relating to reduction-in-force (RIF), have been combined into one subsection, namely, 7111.2; (3) the RIF provisions have been revised slightly to clarify that permanent employees subject to termination by RIF shall receive prior written notice of the action to be taken, the effective date of such action, of the employees' appeal rights, and that the termination shall not be considered a removal for cause; and (4) collective bargaining unit employees shall be subject to termination by RIF in accordance with the terms of any unexpired collective bargaining agreement.

Subsection 7111.4 has been slightly modified to make clear that permanent employees may be removed for cause or misconduct, but that prior to such removal, the employee shall receive a statement of the cause for removal, the place where the employee may inspect the personnel file pertaining to the employee; and the employee's appeal rights, which will include a notice of the opportunity for a review of the removal action by the Receiver or his designee.

Subsection 7111.5 has likewise been slightly modified to make clear that the collective bargaining unit employees who may be subject to a removal action are entitled to the rights provided to said employees under the terms of any unexpired collective bargaining agreement. Specifically, the subsection provides that a collective bargaining unit employee who is subject to a removal action, shall receive prior written notice of the removal, including a statement of the cause for removal, the place where the employee may inspect his/her personnel file, and the employee's appeal rights.

In addition to the comments made by the City, the DCHA made technical corrections to the Final Rule that do not alter the substance or the spirit of the rule as proposed. For example, subsection 7101.1 of the proposed rule states that the DCHA is a “non-profit corporation.” In actuality, the DCHA is a corporate body which has a legal existence separate from the District of Columbia government, but which is an instrumentality of the District of Columbia government. The Final Rule has been revised to reflect this description. Further, subsection 7101.2 has been deleted. Also, consistent with subsection 7115.1 of the proposed rule, subsection 7129.2 has been revised to list "failure to achieve a 'fully successful' performance after being placed on disciplinary performance probation" is an offense that shall be cause for progressive discipline or removal.

Along with publication herein, a copy of the DCHA's Personnel Policy and Procedures, as revised, will be delivered to each employee (permanent, collective bargaining unit, exempt, and contract) of the Authority. Accordingly, the DCHA's personnel policy and procedures. As revised, will be effective upon publication.

The Receiver intends to amend Title 14 of the DCMR by adding the following new chapter:

**CHAPTER 71        DISTRICT OF COLUMBIA HOUSING AUTHORITY (DCHA)  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

**7100    SCOPE AND AUTHORITY**

- 7100.1 This personnel policies and procedures manual supersedes all current District of Columbia personnel regulations which applied to the former Department of Public and Assisted Housing except when D.C. personnel regulations apply to employees covered by any collective bargaining agreement.
- 7100.2 This personnel policy is not intended to be, and it shall not constitute, a contract of employment between the housing authority and any of its employees.
- 7100.3 In order to retain necessary flexibility in the administration of policies and procedures, the Executive Director may alter or completely abolish this personnel policy.

**7101    THE DISTRICT OF COLUMBIA HOUSING AUTHORITY**

- 7101.1 The District of Columbia Housing Authority (hereinafter referred to as “Authority”) is a corporate body which has a legal existence separate from the District government but which is an instrumentality of the District government. While the Authority is not a city agency, a close and cooperative working relationship between the Authority and the District is essential.

**7102    CATEGORIES OF EMPLOYEES**

- 7102.1 DCHA employees shall be divided into the following categories of employees:

- |                                            |                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.    Exempt Employees                     | Personnel responsible for execution of policy. They may be Department Directors or individuals in charge of special phases of the Housing Authority's Operations. Also included are key advisors, personal staff, and those individuals who work for and/or provide direct support to the Executive Director. Such employees serve at the pleasure of the Executive Director. |
| b.    Permanent Employees                  | All personnel who have completed a probationary period of employment. Excludes collective bargaining unit employees, exempt employees and contract employees. Provisions of the Authority personnel policy shall apply to all permanent employees.                                                                                                                            |
| c.    Collective Bargaining Unit Employees | All personnel employed in positions subject to a collective bargaining agreement.                                                                                                                                                                                                                                                                                             |

- d. Contract Employees All personnel hired under the terms of a time-limited employment contract unless otherwise specified. Employment of such personnel will be governed expressly by the terms of such contracts and no provisions of this policy will apply. Contract employees may supervise other Authority personnel.
- e. Probationary Employees Personnel exclusive of exempt employees and contract employees, who have completed a one ( 1) year or extended probationary period.

**7103 EQUAL EMPLOYMENT/AFFIRMATIVE ACTION**

7103.1 The DCHA is an equal opportunity employer. It is DCHA' s policy to select the best qualified person available for each job without regard to race, color, religion, national origin, sex, sexual orientation, marital status, age, veteran status, matriculation, political affiliation, or the presence of any sensory, mental or physical disability unless, notwithstanding accommodation, the mentally or physically challenged person is unable to perform an essential element of the job. All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability and job performance.

**7104 JOB POSTING, RECRUITMENT, AND SELECTION**

7104.1 The purpose of this chapter is to outline the procedures involved in filling position vacancies in all departments.

7104.2 No persons, including DCHA residents, recruited for a specific employment vacancy may begin work nor may anyone be hired and placed on the Authority payroll without the written approval of the Executive Director.

7104.3 It is the general policy of the Authority to give current employees and DCHA residents first notice of all job vacancies (except where collective bargaining agreements specify otherwise).

7104.4 Job vacancy/promotional opportunity notices will be posted at work sites throughout the Authority for a period of five (5) working days for internal recruitment before external recruitment begins.

7104.5 Job vacancies for external recruitment will be advertised for a period of ten (10) working days.

7104.6 Internal and external recruitment may occur simultaneously, in unusual circumstances, with the approval of the Executive Director.

- 7104.7 The Authority will select persons to fill job vacancies with the strongest combination of qualifications.
- 7104.8 All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, and job performance.
- 7104.9 To the maximum possible extent, promotion to vacant positions will be made from within the Authority and shall be based solely on merit, skill, ability, and previous job performance.
- 7104.10 The department shall be responsible for noting revisions, if any, to the job description, and initiating the request to fill the job vacancy, and following personnel procedures.
- 7104.11 The DCHA Office of Human Resources Management shall be responsible for updating the official job description and maintaining the correct salary scales and position titles, and for coordinating the recruitment and selection process.
- 7104.12 During the five (5) work day period of the job posting, a written application for the vacant position must be received by the Office of Human Resources Management. Consideration will be given to all applications which meet the advertised deadline, including applications that are postmarked on the closing date.
- 7104.13 The Authority reserves the right at any time, to verify the accuracy of former employment; DCHA may review police reports, personal references, and any other verifications. Any dishonesty or falsification in completing the application will be grounds to disqualify the individual for hire or will be a basis for terminating an employee's service with the Authority.
- 7104.14 Applications shall be assessed by a human resources specialist. The evaluation process includes analysis of minimum qualifications, including any selective factors, and may be supplemented by written tests, interviews, performance tests, background investigations, or medical examinations, as appropriate.
- 7104.15 District of Columbia residency is preferred for appointees to the DCHA at the time of appointment.
- 7104.16 All hiring will be conducted in conformance with the provisions of the Immigration Reform and Control Act of 1986, 8 USC 1324A.

## **7105 PRE-EMPLOYMENT TESTING AND PHYSICAL EXAMINATIONS**

- 7105.1 Medical examinations of persons offered employment may be required, as a part of the selection process when health is considered to be a bona fide occupational qualification. These medical examinations must be given after a conditional job offer is made. But before the employee is placed in a position.
- 7105.2 Regular health examinations are required for members of the pest control program and positions subject to environmental hazards.
- 7105.3 Random drug testing will be conducted throughout the Authority in occupations related to public safety and health, and positions requiring interaction with the public.

## **7106 HOURS OF WORK AND OVERTIME**

- 7106.1 The Authority shall have sole discretion in establishing hours of work and overtime procedures.
- 7106.2 Normal working hours for all full-time personnel are between the hours of 8:15 a.m. and 4:45 p.m., Monday through Friday. Part-time personnel will work an established written schedule at the time of employment with the Authority.
- 7106.3 Lunch periods will be one-half (1/2) hour and scheduled by the supervisor.
- 7106.4 Employees are entitled to take one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon.
- 7106.5 Eight (8) hours, exclusive of the lunch period, constitutes a full workday.
- 7106.6 Forty (40) hours per week constitutes a full work week.
- 7106.7 The Authority reserves the right to alter the work schedule of employees in selected classifications at all grade levels.
- 7106.8 An employee may not work overtime without his or her Department Director's written authorization.
- 7106.9 An employee may be entitled to overtime compensation for work performed in excess of eight (8) hours a day or forty (40) hours a week if in an authorized pay status, i.e., active duty, annual, sick, or other authorized leave with pay.
- 7106.10 Overtime will be paid at the rate of time and one-half (1-1/2) of the employee's base hourly rate of pay.
- 7106.11 An employee is paid for overtime work performed on a Saturday, Sunday or holiday at the same rate as for overtime work performed on any other day.

- 7106.12 Unless otherwise mandated by the Fair Labor Standards Act (FLSA), overtime is prohibited for employees at the Department Director level, members of the Executive Director's personal staff, and employees classified as DS-14 and above.
- 7106.13 An employee may not work compensatory time without his/her Department Director's written authorization.
- 7106.14 Compensatory time shall be accrued in accordance with FLSA regulations. All eligible employees classified as non-exempt under FLSA shall accrue one and one half (1-1/2) hours of compensatory time for every hour worked, provided the employee was in a pay status for forty (40) hours.
- 7106.15 All employees exempt under FLSA shall accrue one hour of compensatory time for every hour worked.
- 7106.16 All overtime and compensatory time worked and all compensatory time used must be documented on each employee's Official Time and Attendance Record in order to assure proper credit.
- 7106.17 Unless otherwise mandated by FLSA, compensatory time is prohibited for employees at the Department Director level, members of the Executive Director's personal staff, and FLSA exempt employees classified as DS-14 and above.

**7107 HOLIDAYS**

7107.1 The Authority allows the following paid holidays:

- (a) New Year's Day (January 1st)
- (b) Dr. M. L. King Jr.'s Birthday (3rd Monday in January)
- (c) President's Day (3rd Monday in February)
- (d) Memorial Day (last Monday in May)
- (e) Independence Day (July 4th)
- (t) Labor Day (1st Monday in September)
- (g) Columbus Day (2nd Monday in October)
- (h) Veteran's Day (November 11)
- (I) Thanksgiving Day (4th Thursday in November)
- (j) Christmas Day (December 25th)
- (k) Inauguration Day (Once every four years)

**7108 HIRING, INFLUENCES IN HIRING, SUPERVISION, ASSIGNMENT OF CLOSE RELATIVES OF EMPLOYEES**

7108.1 Except in special circumstances, usually related to unique skills and qualifications, the hiring or influencing in hiring of close relatives of Authority employees is discouraged. A close relative is defined as persons related by blood, marriage, or adoption as well as

employees involved in relationships characterized by the permanence, duration and stability normally associated with family relationships or marriage.

- 7108.2 Should individuals become related to one another while employed at the Authority, they will not be promoted or transferred into a position under the supervision of the relative. If individuals become related to one another while employed at the Authority and they are in a supervisor/subordinate relationship, the Authority may transfer either individual.
- 7108.3 When special circumstances are authorized, individuals may be assigned to work in a department or proximate work location to which a close relative is assigned.
- 7108.4 Applicants will be required to disclose a relationship with a current Authority employee if it is one of those listed above.
- 7108.5 Exceptions from this policy must be approved by the Executive Director.

#### **7109 NEW EMPLOYEE PROBATIONARY PERIOD**

- 7109.1 A permanent employee hired to fill a full-time position must successfully complete a probationary period.
- 7109.2 The probationary period is an employee's first twelve (12) months of employment. During this time, all probationary employees will be trained and then evaluated on performance, abilities, and interpersonal skills every three (3) months during the probationary year.
- 7109.3 A performance rating of less than "fully successful" for any two (2) rating periods will result in termination.
- 7109.4 In unusual circumstances the probationary period may be extended not to exceed six (6) months with the written approval of the Executive Director. Employees who successfully complete the twelve (12) month or extended probationary period gain permanent status.
- 7109.5 Employees in initial twelve (12) month or extended probationary period:
  - (a) May not receive a merit or step increase until the employee has completed twelve (12) months of service with a rating of "fully successful" or better.
  - (b) May be terminated at any time for any reason, without cause.
  - (c) May not appeal any decision relating to employment, including termination.
  - (d) May take paid sick leave after thirty (30) days of employment up to the amount accrued.

7109.6 Former employees who left the Authority without prejudice or who change position classification, shall also serve a twelve (12) month probationary period.

7109.7 An employee of permanent status who is promoted to a first time supervisory or managerial position must serve a one (1) year probationary period in the new position. If the probationary period is completed satisfactorily, the employee is classified as permanent in the new position. If the employee fails the probationary period, demotion or termination may result. An employee in promotional probationary status has all rights, privileges and benefits as set forth in this policy, except the employee is not eligible to apply for another position that may be vacant. However, the Director(s) involved may make recommendations to the Executive Director, and upon approval by the Executive Director, the employee may apply for the position.

## **7110 ORIENTATION OF NEW AND REHIRED EMPLOYEES**

7110.1 The Authority will conduct an orientation program to introduce all new employees to their new positions and to the Authority.

## **7111 TERMINATION OR REMOVAL OF EMPLOYMENT**

7111.1 Employees may voluntarily terminate their employment relationship at any time, but are expected to provide not less than two weeks advance notice of intent to vacate their position.

7111.2 The Executive Director shall conduct a reduction-in-force in the following manner:

(a) The Executive Director shall have sole discretion to determine the organizational structure, number of positions, classifications and positions in the Authority. The Executive Director may reduce the size of the workforce, including by the abolition of positions, when the Executive Director determines that such action is necessary or prudent. Except as otherwise provided by law, no outside agency may substitute its judgment for that of the Executive Director as to the prudence of such action.

(b) Permanent employees subject to termination by a reduction in force shall receive prior written notice of the action to be taken, the effective date of such action and of the employee's appeal rights. The termination of an employee by a reduction in force shall not be considered a removal for cause under these policies.

(c) Collective Bargaining Unit Employees shall be subject to termination by a reduction in force in accordance with the terms of any unexpired collective bargaining agreement.

7111.3 Exempt employees serve at the pleasure of the Executive Director, and may be terminated without cause and with no appeal rights.

7111.4 Permanent employees may be removed for cause or misconduct as described in these policies. Except for the Executive Director, no supervisor may terminate the employment of an employee under his/her supervision without the prior concurrence of the Division Chief. Permanent employees subject to removal shall receive prior written notice of removal that includes a statement of cause for removal; the place where the employee may inspect the personnel file pertaining to him or her; and the employee's appeal rights.

7111.5 Collective Bargaining Unit employees may be removed at any time for cause and with notice as required by the Collective Bargaining Agreement. Notice of removal shall be in writing. Except for the Executive Director, no supervisor may terminate the employment of an employee under his/her supervision without the prior concurrence of the Division Chief. Collective Bargaining employees are entitled to, and shall receive prior written notice of removal that includes a statement of cause for removal; the place where the employee may inspect the personnel file pertaining to him or her, and the employee's appeal rights.

## **7112 CLASSIFICATION AND COMPENSATION**

7112.1 In compliance with Equal Employment Opportunity laws and regulations, the Authority maintains the following classifications of employment:

- (a) Executive - policy makers who exercise overall responsibility for execution of these policies. Includes Departmental Directors and/or individuals in charge of Authority operations.
- (b) Administrative - responsibility for analyzing, evaluating, and carrying out the basic programs, policies, and procedures which facilitate the work of the Authority and its programs.
- (c) Professional - responsibility for work which requires discretion, judgment, and personal responsibility for the application thorough education represented by a bachelor degree or higher in a specialized field.
- (d) Technical - responsibility for work which requires an extensive practical knowledge, gained through experience and/or specific training less than that represented by college graduation.
- (e) Clerical - responsibility for general office and/or program support utilizing keyboards or office automation equipment and requiring a general knowledge of office procedures.
- (f) Protective Services - responsibility for the security of Authority personnel, residents, and property.

- (g) Maintenance - responsibility for the care of buildings, facilities. Grounds, and/or the operation of machinery; requires manual skills.

7112.2 Pay rates shall be linked directly to the Classification Plan, which determines the pay plan and pay schedules. The plan shall be established with due regard to rates of pay for other classifications, the relative difficulty and responsibility of the work in the several classifications, the recruiting experience of the Authority and the availability of employees in particular occupational categories, the prevailing rates of pay for similar employment in private business and in other governmental jurisdictions, the cost of living factors, the existing collective bargaining agreements, the policies of regulatory agencies, the fiscal position of the Authority and other economic considerations. The rates of pay assigned to the several classifications shall be those which most nearly reflect these factors.

### **7113 PERFORMANCE EVALUATIONS OR APPRAISALS**

7113.1 The evaluation of an employee's performance is intended to assist the employee to become a more effective worker through standards of performance established by the supervisor. In no event is an employee's employment performance record a substitute for disciplinary action under the personnel policy and procedures. However, the performance evaluation must be used to establish attempted non-disciplinary corrective action in support of subsequent disciplinary action for unsatisfactory work performance. The Performance Appraisal (PA) is intended to cover over-all performance during a specific period of time. The PA shall be made a permanent part of the employee's file.

7113.2 The PA shall also contain performance standards which identify the duties of each position, the position's priorities, and expected accomplishments.

7113.3 The PA shall also contain a written evaluation of the performance of the employee, designed to inform the employee of the manner in which the expected accomplishments are to be met.

### **7114 RATINGS**

7114.1 Ratings shall be as follows:

Ratings

- Outstanding
- Exceptional
- Fully Successful
- Partially Successful
- Unacceptable

## **7115 DISCIPLINARY PERFORMANCE PROBATION**

- 7115.1 A permanent employee, who is not serving a promotion probationary period, may be placed on probation as a disciplinary measure or as a result of a less than a "fully successful" Performance Appraisal. The supervisor must state in writing, the steps the employee must take to improve his or her conduct or performance. If it is determined that an employee is to be placed on disciplinary performance probation for a period of evaluation, the period of probation shall not exceed three (3) months. Receipt of a less than "fully successful" performance appraisal at the completion of the three (3) month period may result in removal under the provisions outlined in section 7111 above.
- 7115.2 A disciplinary performance probation action is not subject to the progressive discipline provisions of Section 7138, Disciplinary Action. During this probationary period, the employee shall not be selected for another position that may become vacant, nor is he or she eligible to use annual or personal leave except for an extreme emergency approved by a Department Director.
- 7115.3 The following are illustrations of less than "fully successful" conduct:
- (a) Failure to observe departmental rules, regulations, directives, policies, or procedures of the Authority or HUD rules and regulations.
  - (b) Failure to comply with standards of efficient service or competence.
  - (c) Failure to comply with the instructions of an authorized supervisor.
  - (d) Carelessness in performance of duties and responsibilities.

## **7116 MERIT INCREASES**

- 7116.1 Within minimum and maximum ranges determined by the Executive Director, each supervisor may recommend merit increases for deserving employees and submit requests to the Office of Human Resources Management. The Executive Director reserves the right to deny merit increase recommendations.

## **7117 STEP INCREASES**

- 7117.1 No employee shall receive a step increase whose performance is rated less than fully successful. The performance of such employees shall be re-evaluated for up to three (3) months, in conjunction with the Disciplinary Performance Probationary period, until a "fully successful" or better rating is achieved or the employment is terminated. Once an employee achieves a fully successful or better rating, a step increase will be granted and the anniversary date for future step increases changed to the date of the delayed increase.

**7118 LEAVE POLICY**

7118.1 Except as provided in Section 7125, leave is any authorized absence during regularly scheduled work hours approved by an appropriate authority. All leave must be requested in writing and approved by an appropriate authority.

**7119 ANNUAL LEAVE**

7119.1 Annual leave is scheduled paid leave earned by an employee for absence from duty without loss of pay for vacation or time allowed for personal or emergency purposes. Annual leave will be accrued at the following rates:

- (a) Less than 3 years of service - 1/2 day (4 hours) per pay period or 13 days per year.
- (b) 3 - 15 years of service - 3/4 day (6 hours) per pay period or 20 days per year.
- (c) 15 or more years of service - 1 day (8 hours) per pay period or 26 days per year.

7119.2 Annual leave can be saved. For most employees, a maximum of 240 hours can be carried over from year to year. In certain circumstances, annual leave which has been lost because of administrative error or public business can be restored. Such restored leave shall be credited to a separate; leave account to be used within two years.

7119.3 At termination of employment with the Authority, an employee will be paid a lump-sum for any unused annual leave. In the event of death, unused annual leave is paid to survivor(s). Payment follows the same order of precedence or is made in accordance with specific designation.

**7120 SICK LEAVE**

7120.1 Sick leave is paid leave granted to employees to be used when an employee is incapacitated by sickness or injury, or disability, as certified by a physician's certificate, for disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, for medical, dental, or optical examination or treatment, for necessary care and attendance during illness of children, spouse, or the employee's immediate family. The family is defined as persons related by blood, marriage, or adoption as well as employees involved in relationships characterized by the permanence, duration, and stability normally associated with family relationships or marriage. Use of sick leave for any other purpose should be considered abuse of this policy and may subject the employee to disciplinary action.

7120.2 The earning rate for full time employees is four (4) hours for each full bi-weekly pay period. Sick leave which is not used during the leave year in which it accrues shall

accumulate and be available for use in succeeding years. There is no limitation on the amount of sick leave an employee can accumulate.

7120.2 A physician's statement may be required for a sick leave absence for an unreasonable period of time, i.e., in excess of three (3) work days.

7120.3 An employee must complete ninety (90) days of employment to become eligible for paid sick leave upon separation from the Authority.

## **7121 PERSONAL LEAVE INCENTIVE**

7121.1 A full-time employee in a pay status for the Leave Year shall accrue:

(a) Three (3) Personal Leave Days and one (1) day of Annual leave for utilizing a total of less than two (2) days of accrued sick leave.

(b) Three (3) Personal Leave Days for utilizing a total of two (2) days of accrued sick leave.

(c) Two (2) Personal Leave Days for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.

(d) One (1) Personal Leave Day for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

7121.2 Employees in a non-pay status for more than two (2) pay periods for the leave year shall remain eligible for Personal Leave under this policy. Sick leave usage for maternity and catastrophic illness/injury, as defined in the Family Medical Leave Act of 1990 (DC Law 8-181), not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for Personal Leave under this policy.

7121.3 Personal Leave Days shall be selected by the employee and requested at least three (3) full work days in advance of the leave date. The employee's supervisor shall approve such Personal Leave requests unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee may request and be granted an alternative day off of the employee's choice within one (1) month of the requested date.

7121.4 All Personal Leave Days must be used in full-day increments within the leave year following the leave year in which earned and may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused Personal Leave Days. Annual Leave days earned under this policy are subject to carryover or payment provisions.

7121.5 Part-time employees are not eligible for Personal Leave Days as provided in this policy.

**7122 PROFESSIONAL AND ADMINISTRATIVE LEAVE**

7122.1 Professional and administrative leave shall constitute the following:

- (a) The Authority may grant paid professional leave to employees to participate in seminars, institutes, examinations, and other activities away from the Authority directly related to work.
- (b) Administrative leave is officially approved excused absence from duty without loss of pay and without charge to leave.

**7123 COURT LEAVE**

7123.1 Employees required to perform jury duty are entitled to their regular rate of pay for such absences provided any payment received as jury compensation is tendered to the Authority's payroll office, with the exception of remuneration for travel expenses.

**7124 MILITARY LEAVE**

7124.1 Any employee, other than a contract employee, may be granted paid leave not to exceed fifteen (15) days in a calendar year. An employee taking military leave must present his/her military orders to the Department Director at least two (2) weeks before departure.

7124.2 DCHA National Guard and Reservist employees are entitled to not more than twenty-two (22) work days of paid leave in a calendar year pursuant to a national emergency.

**7125 LEAVE OF ABSENCE (LWOP)**

7125.1 Leave of absence is leave without official pay (LWOP) and may be granted to an employee for a good cause. The request shall be considered when the employee's employment record reflects fully successful performance. Leave of absence may be granted for a specified time not to exceed one (1) year, but requires the approval of the Executive Director.

**7126 UNAUTHORIZED ABSENCE (AWOL)**

7126.1 An employee absent from duty without official approval shall not receive paid compensation for the duration of the absence. Denial of paid compensation shall not affect the right of the Authority to invoke any other appropriate form of disciplinary action, to include dismissal.

**7127 BEREAVEMENT LEAVE**

7127.1 Bereavement leave with pay for employees may be granted for up to three (3) scheduled work days after the death of a member of the immediate family. Immediate

family is defined as spouse, mother, mother-in-law, father, father-in-law, child, brother, brother-in-law, sister, sister-in-law, or any other relative who resides on a regular basis at the employee's home, as well as employees involved in relationships characterized by permanence, duration and stability normally associated with family relationships or marriage.

## **7128 UNION LEAVE**

7128.1 A reasonable amount of leave will be granted to Union employees to conduct union business in accordance with the Collective Bargaining Agreement.

## **7129 FAMILY AND MEDICAL LEAVE POLICY**

7129.1 It is the policy of the Authority to grant up to sixteen (16) weeks of family and medical leave during any twenty-four (24) month period to eligible employees, in accordance with the District of Columbia Family and Medical Leave Act of 1990 (FMLA), D.C. Law 8-181. The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances and requirements as specified in section 7118.

7129.2 The FMLA applies to employees who have worked for the Authority for one year without a break in service prior to requesting leave under the FMLA and who have been paid for at least 1000 hours during the last 12 months.

## **7130 FLEXI-PLACE**

7130.1 The Authority may offer alternative workplace arrangements. Flexi-place is a management option rather than an employee benefit and does not change the terms and conditions of appointment. Employee participation is voluntary and subject to management approval. An employee who works flexi-place (other than for short periods) must sign an agreement with the Authority. Cancelling flexi-place arrangement is effected by either the employee or the supervisor, with notice, and in accordance with Authority procedures.

## **7131 HEALTH CARE AND LIFE INSURANCE PLANS**

7131.1 Benefits are available to all full-time employees, other than contract employees, as outlined in health and life insurance plans which may be obtained in the Office of Human Resources Management. Employees who are terminated may elect to continue health and life insurance coverage at their own expense under the Authority's group plan as specified in the plan.

## **7132 UNEMPLOYMENT COMPENSATION**

7132.1 Claims for Unemployment Insurance shall be filed with the Unemployment Insurance representative at a local Employment Service Center in the District of Columbia.

### **7133    DISABILITY COMPENSATION**

7133.1 Employees who sustain injury, occupational diseases, or death in the performance of their employment duties may be entitled to disability compensation.

### **7134    DEFERRED COMPENSATION**

7134.1 DCHA employees are currently eligible to participate in a deferred compensation program.

### **7135    RETIREMENT**

7135.1 The basic retirement program is a combination of a self-administered and outside insured plan. The Office of Human Resources Management provides information to employees on available retirement plans, contribution amounts, and plan benefits.

### **7136    RULES AND CONDITIONS**

7136.1 Employees of the Authority are required to conduct themselves in a professional, ethical, business-like manner and in full compliance with applicable laws while on the job. During non-working hours, employees are encouraged to refrain from activities which would bring public discredit to the Authority and, depending on the severity of the situation, may be disciplined for failure to do so. Employees are expected to be courteous and respectful in their interchange with other employees, residents, and the general public.

7136.2 No employee shall knowingly have an interest, direct or indirect, in any property included or planned to be included in any project of the Authority; nor knowingly have any interest, direct or indirect, in any contract or proposed contract for materials or services to be used by the Authority. If such interest was acquired prior to employment, or if knowledge of such interest is subsequent to employment, the employee shall disclose the same in writing to the Authority. An employee shall not benefit financially by reason of the activities of the Authority with outside parties.

7136.3 There is an actual conflict of interest whenever a private interest (financial or non-financial) might cause an employee to perform official duties in a way other than if the employee did not have the private interest. There is an appearance of a conflict of interest whenever a reasonable person might suspect that the private interest would affect the employee's performance of duties.

7136.4 Where doubt exists, legally or ethically, the employee shall take the initiative of calling the matter to the attention of the Executive Director for ruling and guidance. Upon leaving the employment of the Authority, an individual may not conduct business with the Authority until a twelve (12) month period has expired.

- 7136.5 Authority employees shall not engage in any of the following political activities by reason of the Hatch Act:
- (a) An employee may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for political office.
  - (b) An employee may not, directly or indirectly, coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend, or contribute anything valuable to a political party, committee, organization, agency or person for political purposes.
  - (c) An employee may not be a candidate for public elected office in a partisan election.
- 7136.6 DCHA employees will observe reasonable standards of neatness and good grooming at all times. Each employee is expected to wear clothing commensurate with the type of work performed. Employees are expected to avoid extremes in attire. Office employees should dress in a professional manner, particularly in positions required to meet the public. Supervisors may discuss this with individual employees if there is any question about the employee's appearance.
- 7136.7 Employees are prohibited from engaging in any outside work, at any time, which presents a conflict of interest or the appearance of a conflict of interest or interference with working hours and scheduling demands (including overtime or on-call requirements) or lead to excessive absenteeism or tardiness.
- 7136.8 If it is determined that an employee's outside work interferes with performance or ability to meet the requirements of the position, the employee may be asked to terminate outside employment to remain employed with the Authority.
- 7136.9 Employees are not permitted to accept any gratuities, favors, gifts or special considerations, regardless of their value, from tenants, contractors, vendors or any others doing business with the Authority.
- 7136.10 In keeping with the Authority's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas.
- 7136.11 Except with reasonable justification, employees are not permitted to enter public housing apartments during working hours except in the performance of assigned duties or in an emergency.
- 7136.12 Employees are prohibited from possessing, consuming or being under the influence of illegal (non-prescription) drugs or alcohol or any other controlled substance as

described in Section 7141.1(j) of this Chapter, and the Drug-Free Workplace Act, while on Authority property.

7136.13 Employees are not permitted to represent the Authority before any person or group of persons without prior written consent of the Executive Director.

7136.14 Any violation of the Rules and Conditions of this Chapter shall be grounds for disciplinary action, up to and including removal from employment with the Authority.

### **7137 DISCIPLINARY ACTION**

7137.1 Disciplinary action taken against a permanent employee shall be for cause, in accordance with this Chapter. The incident(s) precipitating the disciplinary action must be documented in writing and have the concurrence of the employee's Department Director. Disciplinary action may be progressive or immediate removal. Any action taken for suspension or removal must be consistent with the provisions of Section 7111.

### **7138 PROGRESSIVE DISCIPLINE**

7138.1 Progressive disciplinary action against an employee is short of removal and must provide notice to the employee and the possible consequences of such discipline. The Disciplinary Action Notice must delineate the problem, the employee's required action to correct the behavior, and the consequences if corrective action is not taken. Written warnings and corrective actions must be discussed with the employee. Supervisors are to give employees one (1) corrective action warning for violations of policy, departmental rules or regulations, HUD rules and regulations, or acts of misconduct, as a means of progressive discipline, prior to issuing a Disciplinary Action Notice. However, under appropriate circumstances, immediate dismissal may be warranted.

7138.2 The following offenses shall be cause for progressive discipline whenever practicable:

- (a) Unauthorized absence from duty under circumstances different from those authorized by this chapter;
- (b) Failure to observe safety regulations, other than as authorized by this chapter;
- (c) Sexual harassment which has the effect of unreasonably interfering with an employee's work performance or which creates an intimidating, hostile, or offensive working environment. and which does not involve the effects described in subsection 7141(r);
- (d) Habitual tardiness;
- (e) Abuse of sick leave;

- (f) Failure to maintain a satisfactory working relationship with other employees, the public or residents;
- (g) Failure to do assigned work which includes, but is not limited to, the failure of supervisors to conduct performance reviews or file the “end of probationary period” notification in a timely manner;
- (h) Discourtesy and rudeness toward residents, the public, or co-workers;
- (i) Unauthorized operation or use of any vehicles, machines or equipment of the Authority;
- (j) Neglect in care or use of Authority property;
- (k) Unauthorized performance of work by non-exempt employees outside of established work schedules without the supervisor’s knowledge or approval;
- (l) Driving an Authority vehicle or personal vehicle when performing Authority business if employee is uninsurable under Authority insurance;
- (m) Failure to report an accident, involving a DCHA vehicle, to the Metropolitan Police Department and to the appropriate supervisor in accordance with DCHA's Fleet Management Policy and Procedures Manual;
- (n) Failure of supervisor to take the necessary and appropriate steps to discipline an employee in the normal chain of command, when conduct requires such action;
- (o) Gambling during duty hours or on Authority property, other than that permitted by law or regulation;
- (p) Failure to achieve "fully successful" performance after being placed on disciplinary performance probation; and
- (q) Any other cause, including the good of the Authority.

**7139 PROGRESSIVE DISCIPLINARY MEASURES**

7139.1 The degree of discipline shall be reasonably related to the seriousness of the offense and take “into consideration the employee's past record. Wherever practicable, disciplinary action shall be progressive. The following measures are listed in degrees of severity as a means of progressive discipline:

- (a) Corrective Action.
- (b) Written Disciplinary Action Notice.

- (c) Suspension.
- (d) Removal.

## **7140 CORRECTIVE ACTIONS**

7140.1 A corrective action is intended to correct and improve an employee's job performance or behavior in a formal systematic manner. Corrective actions do not adversely affect the current base pay, status, or tenure of the employee. The following provisions shall apply to corrective actions:

- (a) Corrective actions must be in writing.
- (b) Corrective actions may be administered for the causes listed in this Chapter.
- (c) When the reason for a corrective action is a performance problem, the supervisor can use either the written corrective action format or the Performance Appraisal (PA).
- (d) Corrective actions may be administered concurrently with disciplinary actions.

7140.2 A corrective action shall be in writing and shall contain the following information:

- (a) The area(s) of needed improvement.
- (b) The corrective actions the employee must take.
- (c) The time allotted to the employee to make the correction. The time shall be reasonable and in accordance with the nature of the problem.
- (d) The consequences the employee will face if he/she fails to make the necessary corrections.
- (e) A statement that the employee may submit a written explanation to the supervisor. The statement shall be attached to and kept with each copy of the corrective action in the employee's file.

7140.2 A corrective action may contain a statement that the action will be removed from the employee's file after a specified period of time if the employee satisfactorily complies with the terms of the corrective action.

## **7141 SUSPENSION AND/OR REMOVAL OR TERMINATION**

7141.1 It is the aim of the Authority to make clear its expectations for performance and conduct of its employees and to address situations in which expectations are not met through a corrective action plan before formal discipline is imposed. However, when

such an approach does not achieve the desired result or when violations are serious or repeated, immediate disciplinary removal action may be required and will be imposed. The Executive Director may place an employee on immediate suspension. The following shall illustrate, but not limit, causes for immediate suspension or removal:

- (a) Gross negligence or willful neglect of duty.
- (b) Theft, destruction, or gross neglect in the use of Authority property or materials, or of property or materials of any other person or tenant organization while the employee is on duty or on Authority property.
- (c) Being under the influence or impaired by alcohol while on duty or performing Housing Authority business or while on Authority property, or in an Authority vehicle.
- (d) Bringing a weapon into or on a work location or Authority property without the permission of the Executive Director. This provision does not apply to employees whose positions require carrying firearms.
- (e) Conduct while on duty which violates common decency and morality (including but not limited to, dishonesty, theft, sexual misconduct, drunkenness) of the community; less than professional involvement with tenants.
- (f) Engaging in sabotage or a slow-down of work production.
- (g) Insubordination or refusing to comply with the orders of an authorized supervisor or refusing to do assigned work.
- (h) Lying to supervisors or falsifying records, including but not limited to, official duties, work duties, time and attendance records, discipline, original application for employment, or any documents supplementing the original application.
- (i) Threatening, fighting with, intimidating, abusing or coercing other employees, residents or officials of the Authority or provoking such actions by others.
- (j) Using, selling, purchasing, transferring, or possessing an illegal drug or having an illegal drug in one's system while on Authority property or while performing Authority business. Also using a legally obtained drug (e.g. prescription drugs) while performing Authority business or while on Authority property if such use adversely affects the safety of co-workers or members of the public, the employee's job performance, or the safe and efficient operation of the Authority or as defined in the Drug-Free Workplace Act.
- (k) Absence from work when the employee has requested permission to be absent and such request has been denied.

- (l) Accepting gratuities, favors, gifts or special consideration for the performance of his/her official duties. Employees may not accept pay, either in money or in kind, from a resident for any reason. Likewise, all gifts donated by vendors must be used for specific Authority activities and are not to be kept by any individual employee.
- (m) Using official position or authority for personal profit or advantage, including kickbacks.
- (n) Divulging confidential information from privileged official records to unauthorized individuals.
- (o) Conviction of a crime which impact on the individual's ability or fitness to perform the duties and responsibilities of the job or has an adverse affect on the Authority should the employee continue such employment. Conviction shall include a plea of nolo contendere or acceptance of a deferred sentence.
- (p) Failure to observe safety regulations which jeopardize the safety of other persons or result in major damage or destruction of property.
- (q) Failure to return to work at the end of a period of approved leave, including leave of absence.
- (r) Sexual harassment which affects a term or condition of employment or which is the basis of an employment decision affecting the employee or prospective employee, or sexual harassment of a tenant. and as further described in Section 7143 of this Chapter.
- (s) Intimidation, coercion, discrimination or reprisal:
  - (1) Against the parties, representative of the parties, or their witnesses as a result of being designated as a party, a representative or a witness at an arbitration or hearing; or
  - (2) Against participants in a departmental or Authority investigation or disciplinary procedure or grievance.
- (t) Discrimination, as defined in the District of Columbia Human Rights Act of 1977 (D.C. Law 2-38), to include but not be limited to race, age, creed, color, language, sex, socio-economical/cultural background, political affiliation, marital status, national origin, religion, sexual orientation, or disability.
- (u) Divulging confidential information about an Authority resident or participant, without the approval of that resident or participant, except (as required in the performance of assigned duties or by law.

- (v) Continued absence after exhaustion of all accrued leave.
- (w) Uninsurability under the Authority's insurance policy, if driving is a job requirement.
- (x) Failure to report to his or her supervisor any Driving Under the Influence (DUI) or Driving While Ability is Impaired (DWAI) charge occurring on or off the job which results in the loss of a driver's license or the restriction of driving privileges, if the employee is required to drive as part of his or her job.
- (y) Failure to report to his/her supervisor any conviction under a criminal drug statute for violations occurring on or off the Authority premises, or while conducting Authority business.
- (z) Failure to comply with the Fleet Management Policy and Procedures Manual.
- (aa) Inability to perform duties assigned which includes, but is not limited to, being charged with a felony or any other offense involving moral turpitude, when such action or offense adversely affects the employee's ability or fitness to perform duties assigned or has an adverse effect on the agency should the employee continue such employment.
- (bb) Willful misconduct which includes but is not limited to willful violation of the personnel policy.
- (cc) Conviction of a crime which impacts on the individual's ability or fitness to perform the duties and responsibilities of the job or has an adverse affect on the Authority should the employee continue such employment. Conviction shall include a plea of nolo contendere or acceptance of a deferred sentence.

7141.2 Removal of collective bargaining unit employees must also be in accordance with the collective bargaining agreement.

7141.3 Temporary or special program employees may be terminated at any time for any reason except discrimination because of race, age, creed, color, language, sex, socio-economical/cultural background, political affiliation, marital status, national origin, religion, sexual orientation or disability.

## **7142 EMPLOYEE GRIEVANCE PROCEDURE**

7142.1 Any permanent non-union employee has the right to grieve any personnel action.

7142.2 Grievances of permanent non-union employees must be submitted in writing within ten (10) days of the action to the Office of Human Resources Management. The Office of Human Resources Manager will attempt to resolve the grievance with the Department Director. If the grievance cannot be resolved at this level, appeal is to the Executive

Director. The grievance procedure, as stated in the collective bargaining agreement, shall be followed for collective bargaining unit employees.

## **7143 SEXUAL HARASSMENT**

- 7143.1 The Authority strongly opposes sexual harassment in the workplace and has established reporting procedures for complainants. Sexual harassment of employees or residents, whether verbal, physical or graphic is unacceptable and will not be tolerated. Supervisors must take action when apprised of questionable social-sexual activity in the workplace by counseling the person exhibiting the behavior.
- 7143.2 Sexual harassment is a form of sex discrimination, and is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.
- 7143.3 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include, but is not limited to, verbal conduct with sexual overtones, subtle pressure for sexual activity, patting or pinching, brushing against another employee's body, and demands for sexual favors.
- 7143.4 The Executive Director or his designee is the deciding official in the sexual harassment complaint process. The Executive Director or his designee shall investigate all formal complaints of sexual harassment.
- 7143.5 Employees who experience sexual harassment should immediately notify their immediate supervisor. Employees who are not comfortable reporting incidents of sexual harassment to the immediate supervisor may notify the Department Director, Executive Director or his designee.
- 7143.6 All verbal reports of sexual harassment must be reduced to writing by either the complainant or the individual(s) designated to receive complaints, and be signed by the complainant.
- 7143.7 All information regarding a complaint is confidential. The complainant will submit correspondence related to the complaint.
- 7143.8 No complainant will be harassed, discharged, or retaliated against the filing a sexual harassment complaint.
- 7143.9 The Authority encourages prompt reporting of complaints.

7143.10 A finding supporting the sexual harassment allegation will result in disciplinary action.

7143.10 The complainant may file a complaint with the Department of Human Rights and Minority Business Development and/or the U.S. Equal Employment Opportunity Commission.

#### **7144 EMPLOYEE HEALTH AND SAFETY**

7144.1 The Authority shall designate a Safety and Occupational Health Coordinator to develop and administer the safety program.

7144.2 The Authority requires employees to follow all health and safety polices and procedures.

#### **7145 DRUG-FREE WORKPLACE**

7145.1 As described in the Drug-Free Workplace Act, it is the policy of the Authority to provide a drug-free workplace and for all employees to abide by this policy. Accordingly, an employee of the Authority is prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. Violations of this or other prohibitions on drug use by Authority employees may result in disciplinary action, to include removal.

#### **7146 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

7146.1 It is the policy of the Authority to provide an Employee Assistance Program for employees to confidentially address substance abuse and personal problems. Employees are encouraged to voluntarily seek help for resolving their problem(s). Supervisors may refer employees to EAP.

7146.2 Nothing in this section supersedes relevant. provisions of the collective bargaining agreement.

#### **7147 PERSONNEL RECORDS**

7147.1 Personnel records will be centrally maintained by The Office of Human Resources Management and are the property of the Authority. Access to the official files is restricted. The individual personnel file is regarded as confidential. Only qualified personnel will have access to the files. With reasonable advance notice, an employee may review material in his/her file, but only in the Office of Human Resources Management, and in the presence of a representative of the Office of Human Resources Management.

7147.2 Employees may not remove material from their official personnel folders. Employees may request, in writing, the addition of appropriate material to or deletion of

inappropriate materials from their file. Approval must be secured from by the Department Director and the Executive Director.

- 7147.3 Employees are responsible for notifying the Office of Human Resources Management of any changes in personal data; i.e., personal mailing address, telephone numbers, marital status, number and names of dependents, and individuals to be contacted in the event of an emergency.

## **7199 DEFINITIONS**

- 7199.1 The following words and phrases shall have the meanings ascribed:

**Authority** - The District of Columbia Housing Authority.

**Confidential Employee** - An employee who is privy to information leading to decisions of Authority management affecting Employer-Employee relations.

**Day** - A calendar day unless otherwise specified.

**Department** - A principal organizational component of the Authority.

**Department Director** - A managerial employee having significant responsibilities for formulating and administering Authority or departmental policies and programs for each organizational component of the Authority.

**Employee Assistance Program (EAP)** -An employee benefit service that is designed to identify, motivate and refer, at an early stage, those employees who develop personal/medical problems that contribute to unacceptable job performance or behavioral problems.

**Employer-Employee Relations** - The relationship between the Authority and its employees and recognized employee organizations, or when used in a general sense, the relationship between management and employees or employee organizations.

**Grievance** - Any dispute by an aggrieved party alleging the misrepresentation or misapplication of a provision of the Collective Bargaining Agreement or a provision of the DCHA Personnel Policy and Procedures Manual.

**Managerial Position** - A position whose duties and responsible require or authorize the Individual to formulate, determine, or influence the policies in the area of responsibility.

**Probationary Period** - The one (1) year or extended period following initial appointment to a position within the Authority; or, the one (1) year or extended period following competitive promotion to a supervisory or managerial position.

**Qualified Candidates** - Those applicants who meet established qualification requirements for the position, including selective placement factors.

**Reduction in Grade** - An involuntary personnel action which changes an employee, while continuously employed, to a grade level with a lower salary.

**Removal** - The involuntary separation of an employee for cause as specified in these policies.

**Selection Certificate** - A list of eligible candidates from a register for appointment to a position.

**Supervisory Position** - A position having authority over an organizational component with responsibility for supervising the work and assigned staff.

**Suspension** - The placing of an employee in a temporary non-duty, non-pay status for cause.

## TTY USE AND ETIQUETTE

### **TTY USE**

#### To make a TTY call:

1. Place the telephone handset in the acoustic coupler with the cord on the left.
2. Turn on the TTY.
3. Dial the telephone as usual.
4. Check the signal light that indicates the status of the line:
  - Steadily on
  - Flashing slowly
  - Flashing quickly
  - Flickering
  - Dial tone
  - Telephone ringing
  - Telephone busy
  - Telephone is being answered or someone is speaking
5. When you see an answer on the LED display, type a greeting and GA.
6. Continue the conversation, using the etiquette rules below.
7. When the conversation is finished, replace the telephone handset on the telephone.

#### To receive a TTY call:

1. Some TTYs have a voice announcement telling you that you are receiving a TTY call. With others, you may hear nothing or you may hear a signal when you pick up the handset.
2. Put the telephone handset in the acoustic coupler with the cord on the left.
3. Turn on the TTY.
4. Type a greeting card and GA.
5. Continue the conversation, using the etiquette rules below.

6. When the conversation is finished, replace the telephone handset on the telephone.

### ETIQUETTE:

- To save time, TTY users use abbreviations in typing their communications. Most users do not use punctuation. Spaces indicate the end of a sentence.
- **GA** means "go ahead." Since only one party can talk at a time, GA tells the other party that you have finished your comment or question and asks for them to respond. It must be used each time you finish a comment to let the other person know to continue their end of the conversation. **SK** means stop keying and indicates the end of a conversation. Etiquette requires both parties to end a conversation with goodbye and SK before either party hangs up. The last party usually sends **SK SK** to indicate that the call is at an end for both parties.

Example:

Client: that is all the info I need. ga or sk  
YOU: LET ME KNOW IF WE CAN BE OF FURTHER HELP.  
BYE. SK  
Client: bye. sk sk

### OTHER ABBREVIATIONS

Q question mark

Example: "D.C. HOUSING AUTHORITY. MAY I HELP YOU Q  
GA"

PLS HD please hold

ABT about

AM morning

ASAP as soon as possible

ASST assistant

BIZ business

BLDG building

BYE goodbye

CD, CLb, CUD could

CTR	center
CUL	see you later
CUZ	because
DO-DO	what to do?
DR, DOC	doctor
EDUC	education
FIGS	figures
FOR-FOR	why?
HMMM	pause (thinking)
ILY	I love you
IMPT	important
LTRS	letters
MSG, MSGE	message
MISC	miscellaneous
MTG	meeting
NBR, NU	number 1
OFC	office
OIC	oh, I see
OPR	operator
PLS	please
PM	afternoon
PRO	professional
PPL	people
R	are
SEE-SEE	Let's wait and see
SERV, SVC	service
SHD, SD, SHUD	should
SMILE	shows appreciation
THX, THKS	thanks

THO            although  
THRU          through  
TMW, TMR, TMW tomorrow  
U              you  
UR             your  
WUD          would  
XXXX         erases an error

**Sample conversation:**

YOU: DC HOUSING AUTHORITY MAY I HELP YOU Q GA  
client: My sink is stopped up. ga  
YOU: WHAT IS YOUR ADDRESS Q GA  
client: 1234 DC Street. ga  
YOU: I WILL PREPARE A WORK ORDER AND GET SOMEONE  
      OUT TO HELP YOU AS SOON AS POSSIBLE. GA

**Conversation continues as appropriate:**

client: thx that is all I need. ga  
YOU: THX FOR CALLING. LET US KNOW IF WE CAN BE OF  
      FURTHER HELP. BYE sk  
client: bye sk sk

## TABLE OF CONTENTS

ARTICLE 1	PREAMBLE.....	4
ARTICLE 2	RECOGNITION .....	5
ARTICLE 3	GOVERNING LAWS AND REGULATIONS.....	6
ARTICLE 4	UNION/MEMBER RIGHTS AND RESPONSIBILITIES.....	7
ARTICLE 5	MANAGEMENT RIGHTS.....	9
ARTICLE 6	PROBATIONARY MEMBERS.....	10
ARTICLE 7	EVALUATIONS .....	11
ARTICLE 8	LABOR-MANAGEMENT COMMITTEE .....	12
ARTICLE 9	DISTRIBUTION OF THE AGREEMENT AND ORIENTATION OF MEMBERS.....	13
ARTICLE 10	UNION SECURITY AND DUES DEDUCTIONS .....	14
ARTICLE 11	NO STRIKES.....	16
ARTICLE 12	UNION TIME .....	18
ARTICLE 13	RELEASE OF INFORMATION .....	21
ARTICLE 14	HEALTH AND SAFETY AT THE WORKSITE .....	22
ARTICLE 15	DISCIPLINE.....	24
ARTICLE 16	INVESTIGATORY QUESTIONING .....	31
ARTICLE 17	GRIEVANCE PROCEDURE.....	33
ARTICLE 18	LEAVE .....	41
ARTICLE 19	TARDINESS .....	47
ARTICLE 20	SENIORITY .....	48
ARTICLE 21	MERIT STAFFING .....	49

ARTICLE 22	SCHEDULING .....	51
ARTICLE 23	USE OF DCHA FACILITIES.....	52
ARTICLE 24	TRANSPORTATION .....	53
ARTICLE 25	WAGES AND COMPENSATION .....	54
ARTICLE 26	OVERTIME .....	56
ARTICLE 27	OPTICAL AND DENTAL PLANS .....	58
ARTICLE 28	UNIFORMS AND EQUIPMENT .....	59
ARTICLE 29	EMPLOYEE ASSISTANCE PROGRAM .....	61
ARTICLE 30	POLICE DEPARTMENT DRUG SCREENING PROGRAM.....	62
ARTICLE 31	SAVINGS CLAUSE.....	68
ARTICLE 32	IMPACT BARGAINING.....	69
ARTICLE 33	DURATION AND FINALITY OF AGREEMENT .....	70
APPENDIX A	TABLE OF PENALTIES .....	71
APPENDIX B	MEMORANDUM OF UNDERSTANDING OUTSIDE EMPLOYMENT .....	72
APPENDIX C	MEMORANDUM OF UNDERSTANDING EVALUATION COMMITTEE .....	73

**ARTICLE 1**  
**PREAMBLE**

**Section A**

This Agreement is entered into between the District of Columbia Housing Authority (hereinafter "DCHA," "Agency," or "Management") and the Fraternal Order of Police/DCHA Labor Committee (hereinafter "FOP" or "Union," collectively, DCHA and the Union shall be referred to as the "Parties").

**Section B**

The Parties hereby recognize that the collective bargaining relationship reflected in this Agreement is of mutual benefit and the result of good faith collective bargaining between the Parties.

**Section C**

The Parties agree to establish and promote a sound and effective labor-management relationship in order to achieve mutual understanding of practices, procedures and matters affecting conditions of employment and to continue working toward this goal.

**Section D**

The Parties affirm without reservation the provisions of this Agreement and agree to honor and support the commitments contained herein. The Parties also agree to resolve whatever differences may arise between them through the avenues for resolving disputes agreed to in this Agreement, but which does not preclude informal communications.

**Section E**

It is the intent and purpose of the Parties to promote the efficient operation of the DCHA and DCHA Police Department (hereinafter "DCHAPD") in the performance of its mission to provide protection for DCHA's residents, employees and properties, both real and personal.

## **ARTICLE 2 RECOGNITION**

### **Section A--Recognition of the Union**

DCHA recognizes the Union as the exclusive representative of a unit consisting of the following employees of the DCHAPD described by the District of Columbia Public Employee Relations Board (PERB) in PERB Case No. 00-RC-01, Certification No. 118, April 5, 2001, as amended by the decision and order in PERB Case No. 05-U-02, Certification No. 135, April 7, 2006:

All special police officers, police officers and senior police officers, and security officers employed by the District of Columbia Housing Authority(DCHAPD) Police Department; excluding, management officials, supervisors, confidential employees, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139.

### **Section B--Composition of the Bargaining Unit**

The employees in the DCHA Bargaining Unit represented by the FOP are the following:

1. DCHA Special Police Officers (“SPO’s”), who are privately commissioned Police Officers with full arrest powers within an area or premises which the officer has been employed to protect. The commission is conditional and is required to be renewed each year or for a longer period if approved by MPD;
2. DCHA Police Officers and Senior Police Officers, who are sworn police officers of the DCHAPD, and
3. DCHA Security Officers licensed by MPD.

### **Section C--Unit Clarification**

1. When a position changes or a new position is established and the Parties differ as to whether the position is inside or outside the Bargaining Unit, either Party may file a unit clarification petition with the PERB.
2. If PERB issues an order modifying the Bargaining Unit, the provisions of this Agreement shall apply to the members of the modified unit.

**ARTICLE 3**  
**GOVERNING LAWS AND REGULATIONS**

**Section A**

In the event that any DCHA or DCHAPD rules, regulations, issuances or policies are in conflict with the provisions of this Agreement, this Agreement shall prevail. It is understood that DCHA rules and regulations, as well as DCHAPD General Orders, rules and regulations, issuances and policies that are not in conflict with the provisions of this Agreement, including, specifically, the Manual of Policy and Procedures promulgated by the DCHA for Police Officers, Senior Police Officers, Special Police Officers, and Security Officers whether or not specifically incorporated herein, shall be applicable to Bargaining Unit employees.

**Section B**

The DCHA is established as an independent authority of the District government. DCHA is a corporate body, intended, created and empowered to effectuate the purposes stated in the District of Columbia Housing Authority Act of 1999 (the "Housing Authority Act"), and it shall have a legal existence separate from the District government (D.C. Official Code §6-201 et seq. (2001)). With the exception of subchapters V, XXVII, XV-A, XXI, XXII, XXIII and XXVI, employees shall be exempt from the coverage of the provisions of the Comprehensive Merit Personnel Act applicable to other employees of the District of Columbia Government (D.C. Official Code §1-601, et seq.).

The DCHAPD is the police force that DCHA is authorized to create under the Housing Authority Act and shall have all of the powers and authority granted therein and under District of Columbia law.

**Section C**

If during the life of this Agreement a law from a higher authority invalidates or requires an amendment to any part of this Agreement, the Parties shall meet promptly upon request of either Party to negotiate the change(s).

**ARTICLE 4**  
**UNION/MEMBER RIGHTS AND RESPONSIBILITIES**

**Section A**

1. Any member may join or refrain from joining the Union without interference, coercion, restraint, discrimination or reprisal from the DCHA or the Union.
2. DCHA will take no disciplinary, discriminatory or reprisal action against a Union officer or member for expressing an opinion in favor of, or engaging in activities in support of, the Union.
3. The terms and conditions of the Agreement shall apply to all members in the Bargaining Unit without regard to Union membership.
4. DCHA will not restrain or coerce any member in the exercise of any rights granted under this Agreement, and will not discriminate against or take reprisals against any member for exercising any rights granted under this Agreement.

**Section B**

Union officials, members, agents or employees will not carry on Union business on DCHA time or premises, except as authorized by this Agreement, or otherwise interfere with an on-duty member's performance of DCHA duty.

**Section C**

A member who requests representation is entitled to no more than one (1) Union representative.

**Section D**

The Union will provide to Management a list of current officers and stewards and will provide written notification to DCHA, within two (2) days, of any change in the list. Only those persons whose names appear on the list will be recognized by Management as Union officers or stewards, and the number of persons will not exceed eleven (11).

**Section E**

The Union will provide training to its officers and stewards regarding its and their rights and responsibilities.

**Section F**

DCHA will recognize and appropriately respond to a written communication from the Union in connection with matters affecting the rights of more than one (1) member only if the document is signed by the Chairman, except that the Chairman may designate in writing a person who is responsible for communicating with management on a particular matter.

**Section G**

Nothing in this Agreement precludes a member from electing to represent himself/herself or selecting a non-Union representative in a matter, except that no rival organization may represent any bargaining-unit member.

**Section H**

Nothing in this Agreement is intended to waive the legal rights of any member unless clearly and unequivocally expressed herein, including the right to member or personnel benefits and policies generally available to DCHA employees which have not been abridged by this Agreement.

**ARTICLE 5**  
**MANAGEMENT RIGHTS**

DCHA shall retain the sole right, authority, and complete discretion to maintain the order and efficiency of the public service entrusted to it, and to operate and manage the affairs of the DCHAPD in all aspects including, but not limited to, all rights and authority held by the DCHA prior to the signing of this Agreement.

Such management rights shall not be subject to the negotiated grievance procedures or arbitration provided herein. The Union recognizes that the following rights, when exercised in accordance with applicable laws, rules and regulations, which in no way are wholly inclusive, belong to DCHA:

1. To direct members of the DCHAPD;
2. To determine qualifications of members for appointment, promotion, step increases and standards of employment, appearance and conduct;
3. To hire, promote, transfer, assign and retain members in positions within the DCHAPD and to suspend, demote, grant or deny any within grade increase, discharge or take other disciplinary action against members for cause;
4. To relieve members of duties because of lack of work or other legitimate reasons;
5. To take any action necessary to carry out the mission of the DCHA, in an emergency situation, and to alter, rearrange, change, extend, limit or curtail its operations or part thereof;
6. To maintain the efficiency of the DCHA and DCHAPD operations entrusted to DCHA;
7. To determine the number of members and the number, types and grades of positions of members assigned to an organizational unit, work project, tour of duty, and the technology of performing its work, or its internal security practices; and
8. To formulate, change or modify DCHA rules, regulations and procedures, except that no rule, regulation, or procedure shall be formulated, changed or modified in a manner contrary to the provisions of this Agreement.

**ARTICLE 6**  
**PROBATIONARY MEMBERS**

**Section A**

All members covered by this Agreement shall be required to serve an initial probationary period of one (1) year after appointment to any position with the DCHAPD. The one (1) year probationary period begins on the day after the date that the member successfully completes all requirements. No prior service with any other District of Columbia agency shall be used to satisfy this requirement for an initial probationary period with DCHA. Members serving a probationary period shall not be entitled by virtue of this Agreement to any rights and/or privileges that exceed or are in conflict with the provisions of the applicable DCHA or DCHAPD rules and regulations governing probationary employees. Any Special Police Officer or Security Officer who is promoted to the position of Police Officer shall be required to serve an additional probationary period of one year after successfully completing all the requirements of the Training Academy.

**Section B**

1. DCHA will endeavor to provide a probationary member with guidance necessary for him or her to satisfy the prerequisites of his or her position, and provide progress reports as provided in the Personnel Policy Manual.
2. A probationary member may challenge his or her termination on their own under any applicable statute, but not under the provisions of this Agreement.

**ARTICLE 7**  
**EVALUATIONS**

1. DCHA will include police-related performance criteria in its annual performance evaluation of each member that will compare the member's performance with the standards and elements established for his/her position.
2. DCHA will publish established performance standards to each member and will not hold a member accountable for standards that have not been communicated to him/her before the evaluation period.
3. Any performance standard must be reasonably specific, feasible, relevant and measurable to be used to evaluate whether a member has met or is achieving DCHA objectives for his/her position.
4. A member has the right to submit a written rebuttal to the Department of Human Resources, after his/her immediate supervisor has signed off on the performance evaluation.
5. The Department of Human Resources will consider the rebuttal before signing off on a performance evaluation.
6. Performance evaluations shall not be grievable.
7. The supervisor who directly supervised a member for the longest period of time within the rating period shall be the primary rating official.

**ARTICLE 8  
LABOR-MANAGEMENT COMMITTEE**

**Section A**

The Parties will establish a Labor-Management Committee (the "Committee") that will consist of three members appointed by each Party.

**Section B**

The Committee will meet with the DCHAPD Chief of Police or his/her designee and the Director of Human Resource Management or his/her designee once every month, and may meet at other times as necessary upon the mutual agreement of the Parties. The Executive Director shall attend the first meeting of the Committee following the execution of this Agreement.

**Section C**

DCHA will grant administrative time to members of the Committee who are appointed by the Union to attend a labor-management meeting when it is held during the members' regular tour of duty.

**Section D**

The Parties may agree to allow guests of either Party to attend a meeting of the Committee.

**Section E**

At least three (3) days prior to any scheduled meeting the Parties will exchange agendas, which may include for discussion any matter of mutual interest, other than individual disciplinary actions, appeals or grievances, except that the Parties may discuss underlying systemic problems which may have led to complaints or grievances about disciplinary actions. In the event that the Union fails to submit its agenda as required, DCHA may cancel the meeting.

**Section F**

DCHA and the Union agree to alternate the responsibilities for preparing minutes detailing the matters discussed by the Committee during each meeting. DCHA will prepare the minutes for the first Committee meeting. Thereafter, the Parties will alternate the responsibilities of preparing minutes for each subsequent meeting.

**Section G**

The Committee may submit a written recommendation(s) following the meeting to the Executive Director or his/her designee, who will respond to the recommendation(s) no later than the next scheduled meeting of the Committee.

**ARTICLE 9**  
**DISTRIBUTION OF THE AGREEMENT AND ORIENTATION OF MEMBERS**

**Section A**

DCHA will print or otherwise reproduce copies of this Agreement and will distribute a copy to each individual currently in the Bargaining Unit and to each new member thereafter entering the Bargaining Unit. The costs associated with printing or reproduction will be borne by DCHA.

**Section B**

DCHA will allow the Union to make a presentation, not to exceed thirty (30) minutes, at all orientations for new members of the Bargaining Unit, during which time the Union will be allowed to distribute documents and information pertaining to Union membership.

**Section C**

DCHA will provide reasonable advance notice to the Union of the date, time and place of all orientation sessions.

**Section D**

1. DCHA will include the following statement in any member handbook or orientation materials distributed to Bargaining Unit members:

“The Fraternal Order of Police/DCHA Labor Committee (FOP) represents the officers, senior officers, special police officers and security officers (collectively referred to as “officers”) of the DCHA Police Department. The FOP is the exclusive Bargaining Unit representative for the officers and is available to assist them in any employment-related matter. You may contact the FOP through its elected officers and stewards or at the business office at 711 4th Street, NW, telephone number 202-408-7767.”

2. DCHA will list “Fraternal Order of Police/DCHA Labor Committee 202-408-7767” or comparable information in its telephone directory and DCHA will provide a copy of its telephone directory to the Union.

**ARTICLE 10**  
**UNION SECURITY AND DUES DEDUCTIONS**

**Section A**

Membership in the Union is not a condition of employment with the DCHAPD.

**Section B**

DCHA will deduct Union dues as provided in this section.

1. DCHA shall deduct Union dues from the wages of each unit member, whether paid on a bi-weekly basis or otherwise, upon authorization by the member.
2. DCHA shall start deducting Union dues within two (2) pay periods following the submission of the member's authorization.
3. A dues-deduction authorization may be canceled by a member upon written notification to the Union and DCHA at least thirty (30) days prior to the requested effective date of the cancellation. If the member remains in the Bargaining Unit, DCHA shall withhold a service fee in accordance with Section C of this Article.

**Section C**

DCHA will deduct service fees from member wages as provided in this section.

1. DCHA shall deduct, without a written authorization, a service fee from the wages, whether paid bi-weekly or otherwise, of each unit member who does not become a member of the Union.
2. DCHA shall start deducting service fees from each unit member who is not a Union member within two (2) pay periods of the member's entry on duty, and shall start deducting service fees from each current unit member who is not a Union member no later than the second full pay period following the effective date of this Agreement.
3. The service fee shall be equal to the bi-weekly Union dues which are attributable to representation and in an amount determined by the Union, and the Union will provide written notice thereof to DCHA.

## **Section D**

1. DCHA does not assume any obligation with regard to the deduction of dues other than that expressed herein.
2. The Parties acknowledge that DCHA shall not be held liable by any member for any adverse consequences or direct or indirect damages relating in any way to errors or omission in carrying out the provision of this Article.

**ARTICLE 11**  
**NO STRIKES**

**Section A**

For the purpose of this Agreement, the term “strike” includes any strike or concerted action with others involving failure to report for duty; the willful absence from one’s position; the slowdown or stoppage of work; the abstinence in whole or part from the full, faithful, and proper performance of the duties of employment or in any manner interfering with the operation of the DCHA.

**Section B**

Neither the Union nor any member in the Bargaining Unit shall initiate, authorize, actively support or participate in a strike.

**Section C**

Any member who engages in a strike, as defined herein, will be terminated if DCHA proves that misconduct by a preponderance of the evidence in compliance with the provisions of Article 14 and provided the dismissal is sustained on appeal, if any.

**Section D**

In the event of a strike as prohibited by this Article, DCHA agrees that there shall be no liability on the part of the Union provided that upon notification, in writing, by DCHA of said strike, the Union meets the following conditions:

1. Within no more than eight (8) hours after receipt of written notification by DCHA of any strike, the Union shall publicly disavow the action by posting a notice on each Union space on DCHA bulletin boards and issuing a press release to the media stating the strike is unauthorized and unsupported by the Union. Notwithstanding the provisions contained in Article 24, the Union may use DCHA facilities for the limited purpose of carrying out its responsibilities under this Article.
2. The Union shall in good faith urge (in writing, verbally, or both) the members in the Bargaining Unit to return to work. The Union’s failure to comply with the above condition, in the event of a strike in which members of the Bargaining Unit participate, shall be grounds for DCHA to terminate this Agreement.

**Section E**

DCHA agrees not to lock out Bargaining Unit members, but it may close any facility and take any

actions necessary to provide for the safety of members and the public at large provided that it notifies the Union in advance or as soon as possible after taking the action.

**ARTICLE 12**  
**UNION TIME**

**Section A -- Union Representative**

1. Disciplinary Actions
  - a. DCHA will allow the Union representative a reasonable amount of union time, not to exceed thirty (30) minutes, to confer with a member before the member provides a statement in any matter which is or may become a disciplinary action. If the member or Union representative involved is working at a fixed post at the time, the member may conduct the initial conference with the Union representative by telephone.
  - b. A member has the right to have an on-duty Union representative with him for the duration of any interview in which he/she is to answer questions in any administrative investigation in which the member is a target or, during the course of the interview, becomes a target of the investigation.
  - c. If for a justifiable reason, no Union Representative is available to provide consultation within that time, the DCHAPD shall delay questioning for up to one (1) day in which the member will identify and consult with a Union Representative.
2. Non-disciplinary Grievances
  - a. DCHA will allow a member and his/her on-duty Union representative a reasonable amount of time, not to exceed thirty (30) minutes, to confer about a grievance or potential grievance. If the member and the Union representative involved are working at fixed posts at the time, they may conduct the conference by telephone.
  - b. DCHA will allow a Union official sufficient time to file and negotiate a non-disciplinary grievance and to attend the arbitration of that grievance.

**Section B -- Training**

DCHA will allow Union representatives to attend shop steward training while in a duty status.

**Section C -- Union Administration**

1. DCHA will allow elected Union officials union time in which to perform Union-related activities.

2. The Union Chairman, or his/her designee, will submit a notice to excuse a named Union official for this purpose at least five (5) workdays prior to the desired date, although DCHA may approve an absence for this purpose without notice.
3. DCHA may rescind an approved absence under this section for a declared emergency by the DCHAPD Chief of Police, provided that it will allow the absence as soon as possible after the expiration of the emergency.

#### **Section D -- Union Meetings, Conferences and Police Ceremonies**

DCHA will allow members union time to attend Union activities, meetings, conferences, and ceremonies upon timely request from the Chairman.

DCHA agrees to provide office space for use by the Union at headquarters located at 1133 North Capitol Street, NE for official union business only.

#### **Section E -- Other Meetings and Conferences**

1. DCHA will not holdover any elected Union official when the holdover would prevent the official from attending the Union's monthly meeting, provided that the Union has given written notice of its meeting to the Chief of Police at least five (5) days in advance of its meeting.
2. DCHA will not unreasonably deny the use of personal leave by Union officials or members to attend Union or police-related conferences or meetings.

#### **Section F -- Effect of Absences**

DCHA will not count any absences under this Article against the Union or DCHA members under the agreed-upon PIC compensation formula.

#### **Section G -- Limitations on Use of Union Time**

1. DCHA will allow one thousand (1000) paid hours each year for approved absences for Union members with respect to activities referred to in this article. In addition, DCHA shall allow the Chairperson to work exclusively on Union matters during one half of his/her scheduled tour each week; however the total number of hours shall not exceed 1040 hours per year.
2. The Union Chairman shall make all necessary requests for approval for the use of paid hours under this Article, and shall submit a request to a DCHAPD official of the rank of lieutenant or above, indicating the date, time and name of the member.
3. The Chairman shall file a monthly report of the paid hours used under this Article.

4. Union time for meetings and negotiations between Union officials and DCHAPD required by the provisions of this Agreement shall not count against the allowance set forth in Section G(1).

**Section H—Requests for Union Time**

The Union will endeavor to request union time as far in advance as possible and DCHAPD will respond to the request within twenty-four (24) hours of the request, unless the request is filed on Friday, Saturday or Sunday. If it is filed on a Friday, Saturday or Sunday, DCHA will respond by Tuesday at 10:00 a.m.

**ARTICLE 13**  
**RELEASE OF INFORMATION**

**Section A**

A Party may obtain from the other the information, data or records necessary for and relevant to the enforcement of the terms of this Agreement or relevant to negotiations. The Union also may request, and DCHA shall provide, information, data or records pertaining to an individual member which is not otherwise restricted by law within a reasonable time.

**Section B**

The requesting Party will reimburse the other for costs incurred in producing the requested material.

**Section C**

DCHA will provide to the Union the following information identified in this section without a request.

1. One copy of all new or revised statements of policy which affect members in the Bargaining Unit after the statements are finalized.
2. Each month a list of all members in the Bargaining Unit, including as to each member his name, job title, series and grade, type of appointment and status.
3. EEO-1 reports and data relevant to the Bargaining Unit.
4. Merit staffing vacancy announcements as they are first posted.

**ARTICLE 14**  
**HEALTH AND SAFETY AT THE WORKSITE**

**Section A**

DCHA and the Union agree to exert every reasonable effort to provide and maintain safe working conditions and health protections for members of DCHAPD.

**Section B**

Members shall alert their immediate supervisor and/or Watch Commander of practices, equipment or conditions that constitute a safety or health hazard. If the member has a reasonable belief that worksite conditions present an immediate hazard to his/her health and/or safety, the member shall contact the Watch Commander and inform him/her of the conditions and assume his/her post as directed by his/her supervisor (e.g., sit in an official vehicle parked in front of the post).

DCHA shall reassign personnel from any post at which no bathroom facilities are available.

**Section C**

Stewards may bring to the attention of the Watch Commander any perceived safety or health hazard and DCHA will provide a response to that steward or to the Union within three (3) workdays. DCHA also will provide the Union a copy of any report, including but not limited to investigations, findings, studies or plans, which relates to the health and safety of the members at the worksite and which is not otherwise restricted by law or privilege. DCHA will notify the Union of any actions taken to alleviate problems at the worksite.

**Section D**

Members involved in any type of on-duty accident shall, unless physical injury prevents them from doing so, immediately notify the Watch Commander and execute all required forms prior to release from their tour of duty.

**Section E**

Members injured in any manner off duty shall, submit a detailed explanation of how the injury incurred within a twenty-four (24) hour period, unless the injury prevents them from doing so.

**Section F**

DCHA will implement measures necessary to insure that the DCHA staff responsible for the maintenance and cleaning of DCHA buildings will keep post areas and restrooms used by members in a clean and sanitary condition.

**Section G**

The parties shall discuss health and safety at the worksite at any Labor-Management Committee meeting without the necessity of including the subject in the pre-meeting agenda. That committee will ensure to the extent possible that the health and safety concerns of the members are addressed by DCHA in a timely manner. As an extension of the Labor-Management Committee, both parties agree to establish a Health and Safety Sub-committee that will be chaired by the Deputy Executive Director of Operations. The sub-committee will meet quarterly, or as necessary, to address any health and safety issues regarding the posts and/or work assignments.

**Section H**

DCHA shall conduct yearly inspections at all worksites to which DCHAPD personnel are assigned and shall provide a copy of the inspection report to the Union.

**Section I**

DCHA shall abate any hazardous conditions at all worksites as required by law or as recommended by a certified inspector and shall provide to the Union copies of any inspection reports or reports of the corrective actions taken.

**ARTICLE 15**  
**DISCIPLINE**

**Section A -- Definitions**

- a. *“Administrative Suspensions”* temporarily prohibit a member from performing police duty following a loss of police powers.
- b. *“Admonition”* is an oral warning or letter of prejudice indicating disapproval of a specific act, infraction or violation of policy, the repetition of which could result in a more serious disciplinary action.
- c. *“Days”* refers to workdays, not including Saturdays, Sundays and holidays, unless otherwise specified.
- d. *“Disciplinary action”* is, in order of gravity from least to most severe, an admonition, reprimand, suspension, reduction in rank, grade or pay, or removal.
- e. *“Disciplinary Action Notice”* shall be the form of any written disciplinary action.
- f. *“Mitigating or aggravating factors”* are those matters relevant to management’s selection of the gravity of the disciplinary action and the severity of any penalty.
- g. *“Nexus”* means a reasonable connection between the conduct of a member and the ability of the member to perform his/her job or the ability of DCHA to perform effectively.
- h. *“Reduction in grade”* is an involuntary personnel action, which lowers the grade level of a member.
- i. *“Reduction in pay”* is an involuntary personnel action that reduces a member’s scheduled rate of pay.
- j. *“Removal”* is the involuntary separation from DCHA employment for cause as specified in this Agreement.
- k. *“Reprimand”* is a written censure issued to a member concerning a specific act, infraction or violation of policy, but which does not impose any more serious form of disciplinary action.
- l. *“Revocation of Police Powers”* means that a member’s powers to enforce the laws, rules and regulations of the District of Columbia in the DCHA Properties or otherwise, are revoked. A member whose police powers have been revoked shall not wear any portion of his/her uniform, display a DCHA badge or use a DCHA-issued service weapon.

- m. *"Suspension"* is an involuntary personnel action by which a member is placed in a temporary non-duty, non-pay status, provided that no suspension shall exceed thirty (30) days unless ordered by an arbitrator or other legal authority.

### **Section B--General**

1. DCHA will not admonish, reprimand, suspend, reduce in rank, grade or pay, or remove a member, except as provided in this Article.
2. DCHA shall administer disciplinary actions in a fair, equitable, consistent, objective and nondiscriminatory manner. DCHA shall ensure that members' representatives and witnesses shall be free from restraint, coercion, interference or reprisal by DCHA or its members in the administration of discipline.
3. Disciplinary actions shall be taken for cause, including, but not limited to, the infractions set forth in the attached Table of Appropriate Penalties in Appendix A of this Agreement. In this context, "cause" refers to the reason why management intends to impose discipline; "just cause" means that the reason is legitimate. A member has the right to a timely notice of a proposed disciplinary action, the opportunity to respond to the proposal and a decision by management on the merits. A lawful Reduction in Force (RIF) is not a disciplinary action.
4. Disciplinary actions other than removals are to be corrective and not punitive in nature.
5. After discovery of the incident, a supervisory official designated by DCHA shall conduct an investigation of the incident. A designee of the Director of Human Resources shall review the investigation, the compilation of any required documentation, and the recommendation of the official before a decision is made on whether to propose a disciplinary action. DCHA will initiate any disciplinary action promptly following completion of any necessary investigation, but not later than 65 calendar days from the date upon which DCHA learned of the alleged misconduct. The requirements of this subsection shall not apply, however, during the pendency of a Metropolitan Police Department Force Investigation Team (F.I.T) discharge investigation or a criminal investigation into the incident and until the prosecuting office issues a write-off declining prosecution.
6. Unless the parties agree to an extension of time, DCHA will impose disciplinary actions within 55 calendar days of its final agency decision, and will do so in a manner that is consistent with the principles of "progressive discipline." DCHA will predicate its decision on the nature and gravity of the offense, its relationship to the member's assigned duties and responsibilities, the member's work record and other relevant factors (e.g., "Douglas Factors"). Consideration will be given to any aggravating or mitigating circumstances where appropriate and such consideration shall be included in writing in the disciplinary action file.

7. In showing that a member's conduct would affect or has affected adversely the ability of the member or the DCHA to perform effectively, DCHA must demonstrate nexus. Any nexus, which is relied upon, must be set forth in the Disciplinary Action Notice. Case law, arbitration decisions, or other relevant authorities may be relied upon in taking any action for cause or in demonstrating nexus.
8. The standard of proof in disciplinary matters is a preponderance of the evidence.
9. If otherwise in a duty status, each member against whom a disciplinary action has been proposed shall be entitled to a reasonable amount of union time, not to exceed ten (10) hours of administrative leave, to prepare the member's appeal.
10. Any member against whom a disciplinary action is taken or proposed shall have the right to be accompanied, represented, and advised by an attorney or other representative of his/her choice in the preparation and presentation of the member's answer to a disciplinary action.
11. A member shall raise every defense or matter in extenuation or mitigation of which the member has knowledge or which is relevant to the cause(s), specification(s), or proposed penalty at the time of the answer.
12. Except as otherwise provided in this Article, DCHA will maintain documentation concerning a disciplinary action for no more than three (3) years from the effective date of the action, unless a competent authority, such as a court, an arbitrator or the District of Columbia Office of Human Rights, orders its removal prior to that time.
13. Except in the case of emergency suspensions, DCHA will not implement a proposed disciplinary action before it has made a final decision after considering any grievance appeals filed by the member within DCHA or unless the member fails to file a grievance within the prescribed time period.

### **Section C--Notice Procedures**

1. Except in the circumstances of an Administrative Suspension, DCHA shall provide a member against whom a disciplinary action is proposed with at least ten (10) days advanced Disciplinary Action Notice. The proposed Disciplinary Action Notice will include:
  - a. Each charge against the member and the specific conduct relevant to the charge;
  - b. A reference to the legal or contractual basis for each charge;
  - c. A description of all matters that it intends to consider in making its decision;
  - d. The location and procedure for review and copying all documents upon which each charge is based, including witness statements. Documentation that cannot

be disclosed to the member, or to his/her representative or a designated physician, shall not be used to support the reasons given in the notice;

- e. A statement of and the basis for the proposed penalty;
  - f. An explanation of the member's right to respond to the notice;
  - g. The time within which and the person to whom the response must be filed;
  - h. A reference to the fact that the FOP/DCHA Labor Committee is the exclusive bargaining-unit representative and that the Union is available to assist the accused member;
  - i. An explanation of the member's right to appeal an adverse decision; and
  - j. A copy of the documentary evidence upon which DCHA has based its decision to propose the disciplinary action.
2. DCHA will notify the Union in writing of any disciplinary action it undertakes against a unit member.
- a. The Union notice shall include:
    - (1) The date the proposal was issued to the member;
    - (2) The name of the member;
    - (3) The names of the proposing and deciding officials;
    - (4) A description of the offense; and
    - (5) The proposed penalty.
  - b. The confidentiality of the details of the events giving rise to the disciplinary action shall be maintained until such time as the member provides a written notice to the DCHA's Human Resources Director or his/her designee that the member has selected the Union or another representative for the proposed action.
3. The first day of the notice period shall be the first day following the date on which service of the Disciplinary Action Notice is made to the member, either in person or by first class, certified or registered mail, or the date on which service was tendered and refused.
4. A member to whom the personal service of the Disciplinary Action Notice is issued shall be asked to acknowledge receipt. If the member refuses to acknowledge receipt, an appropriate written statement, signed by a witness, may be used as evidence of service. If the member is not in a duty status, the notice of the proposed action shall be sent to

the member's last known address by the U.S. Mail, first class, certified or registered mail, return receipt requested (or private mail services, e.g., Federal Express or United Postal Service, with signed confirmation).

5. DCHA may document a member's refusal to accept personal service or to acknowledge receipt of any notice required by this Article as evidence of service.

## **Section II--Types of Actions**

### **1. Admonition**

- a. A supervisor or other appropriate management official may issue an admonition, but will do so in private and in a professional manner.
- b. A member is not entitled to notice or the opportunity to reply to an admonition, but may elect to submit a written response to the official who issued the admonition.
- c. DCHA will not consider an admonition in choosing an appropriate penalty in a subsequent disciplinary action, but it may use an admonition as evidence to rebut a member's assertion that DCHA had failed to provide prior guidance or warning prior to a disciplinary action.
- d. DCHA will not keep a record of an admonition in any part of a member's official personnel file.

### **2. Reprimand**

- a. A regional commander or other appropriate superior department official may propose a reprimand.
- b. DCHA may rely on a reprimand as a prior offense in proposing subsequent disciplinary actions or penalties, but may not do so after two (2) years from the date of issuance. After two (2) years, DCHA must remove the reprimand from all files pertaining to the affected member. Receipt of three (3) reprimands within a two-year (2) period may subject the member to an unsatisfactory performance rating at his/her next rating period.
- c. A member may contest a reprimand by submitting an oral or written appeal to the Chief of Police within ten (10) days of its issuance.
- d. The Chief of Police or his/her designee may sustain, modify or rescind the reprimand, but may not increase, the level of discipline based on the facts underlying the reprimand.
- e. The Chief of Police will make the final DCHA decision on a proposed reprimand. The member may not appeal or grieve the decision of the Chief of Police.

3. Suspension or Reduction in Grade or Pay
  - a. A regional commander or other appropriate superior management official may propose a suspension or a reduction in grade or pay.
  - b. DCHA may rely on any sustained suspension or reduction in rank or pay as a prior offense in proposing subsequent disciplinary actions or penalties, but may not do so after three (3) years from the effective date of the action.
  - c. A member may respond in writing to a proposed Disciplinary Action Notice of suspension or reduction in grade or pay within ten (10) days of its service and may meet with the deciding official to present his/her response.
  - d. The Chief of Police will make the final DCHA decision on a proposed suspension or reduction in grade or pay. The Chief of Police may sustain, modify or rescind, but may not increase, the suspension or proposed reduction in grade or pay.
  - e. The member may appeal the final decision to arbitration under the grievance procedures set forth in Article 16 of this Agreement.
4. Removal
  - a. A regional commander or other appropriate superior management official may propose removal.
  - b. A member may respond in writing to a proposed Disciplinary Action Notice of removal within ten (10) days of its service and may meet with the deciding official to present his/her response.
  - c. The Chief of Police will make the final DCHA decision on a proposed removal of a member. However, the Chief of Police's decision shall be reviewed by the Executive Director of the DCHA prior to issuance to the member and final implementation
  - d. The member may appeal the final decision to arbitration under the grievance procedures set forth in Article 16 of this Agreement.
5. Administrative Suspensions
  - a. Administrative suspensions are immediate actions to place a member in a non-duty status. Concurrent with a revocation of police powers, the Chief of Police or other appropriate management official may place a member on an administrative suspension.
  - b. Administrative suspensions, including the revocation of police powers, are appropriate under circumstances when the member's conduct may pose an immediate hazard to DCHA, the integrity of DCHAPD operations, the member concerned, other members/employees or residents. Administrative suspensions also may be implemented when a member's conduct may be detrimental to the public, health, safety or welfare.

- c. Except in circumstances when a Special Police Officer's commission or Security Officer's certification is suspended or revoked as described in c(2) below, a member placed on administrative suspension shall remain in a pay status pending a decision to either return the member to work or until DCHAPD's final decision on a disciplinary action is issued. Members shall receive an administrative suspension upon the occurrence of the following:
- (1) For Sworn Officers or Special Police Officers, circumstances leading to a revocation of the police powers; or
  - (2) For Special Police Officers, revocation or suspension of his/her commission by the Security Officers Management Branch ("SOMB") of the Metropolitan Police Department, except that, a Special Police Officer shall be placed in a non-pay status (i) immediately upon the loss of commission, when SOMB suspends or revokes the commission for circumstances involving a member's arrest for criminal conduct, other matters under active police investigation or prosecution, or (ii) not later than the second business day following the day DCHA is notified of the SOMB action, when SOMB suspends or revokes the commission for circumstances for some administrative infraction such as but not limited to expiration or failure to qualify with a firearm. In the circumstances in 3(b)(ii), the member shall be allowed one (1) day of paid leave to offer to SOMB and DCHA any explanation of any mistake or administrative error that the member believes caused a wrongful revocation or suspension of his/her commission.
- d. DCHA will conduct an immediate preliminary investigation of any matter involving a Special Police Officer that could result in the suspension or revocation of the officer's commission. The preliminary investigation will address the available evidence relating to all elements of any alleged misconduct or offense. DCHA will report the results of its preliminary investigation to the SOMB within twenty-four (24) hours of completion of the initial report or referral to the SOMB.
- e. DCHA will act promptly to issue any proposed disciplinary action following completion of its investigation of the circumstances of any conduct that result in administrative suspension and revocation of police powers.

**ARTICLE 16**  
**INVESTIGATORY QUESTIONING**

**Section A**

1. When a member can reasonably expect discipline to result from an investigatory interview or the member is the target of an administrative investigation conducted by DCHA, the member may request to delay the questioning to consult with a Union representative.
2. Upon request, DCHA shall delay questioning for up to two (2) hours to allow the member to consult with a Union representative. If for a justifiable reason, no Union representative is available to permit consultation within that time, DCHA shall delay questioning for up to one (1) day in which time the member will locate and consult with a Union representative.
3. The Employer shall not intentionally mislead a member or Union representative as to the purpose of an investigatory interview.
4. A member's Union representative may be present at all investigatory questioning sessions to which this Article applies, but may not answer questions on behalf of the member. The representative may request that the investigating official clarify the issue under investigation.
5. DCHA may refuse to allow a particular Union representative to represent a member under this Article, if the representative's presence is disruptive or he is involved as a witness or target in the matter under investigation. In that event, the member shall then arrange for an alternate representative.
6. At the time a written statement is prepared DCHA shall provide to the member and representative if present, a copy of the written statement by the member. DCHA will not alter the statement or create another version of it without the consent of the member.

**Section B**

1. Prior to the commencement of any questioning of unit members, the DCHAPD shall inform the member of the following:
  - a. The type of investigation being conducted (criminal or administrative) and, if the matter is administrative, then the specific reason for the questioning or type of complaint involved;
  - b. Whether the member is a target of the investigation, if known, at that time;
  - c. The name of any known complainant, unless that information would jeopardize the security of the investigation or the safety of the complainant or witness; and
  - d. The name, rank and assignment of the official who will ask the questions and the name, rank and assignment of persons to be present during the investigation.

2. The questioning will take place at a reasonable time except when, in the judgment of the DCHA official in charge of the investigation, exigent circumstances require otherwise.
3. DCHA will not conduct questioning sessions for unreasonable periods of time and shall allow for reasonable, periodic rest periods for meals and personal necessities.
4. DCHA shall not subject a member to scurrilous, profane or demeaning language.
5. At the point that an investigation focuses upon the member as the principal in a violation of the criminal law, DCHA shall advise the member of his/her rights under the law and the rules of criminal procedure.
6. If the official in charge of the investigation decides to record the questioning session, the official must record the entire session, with proper notations as to when rest breaks and off-the-record discussions began and ended. If an administrative session is recorded in any format or medium, DCHA shall provide a copy of the recording to the Union.

### **Section C**

DCHA has the right to have a representative from the offices the Department of Human Resources, the Office of the General Counsel, and the Office of the Executive Director present for the duration of any interview with management in which the member is to answer questions relating to any potential disciplinary action.

**ARTICLE 17**  
**GRIEVANCE PROCEDURE**

**Section A--Purpose**

The purpose of this Grievance Procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances. The grievance and arbitration procedures set forth in this Article are intended to be the exclusive procedures for resolving grievances and disputes between members and DCHA.

**Section B--Scope**

1. Only an allegation of a violation, misapplication, or misinterpretation of this Agreement shall constitute a grievance under this Agreement. A grievance can also be filed for a complaint that there has been a violation or misapplication of any law, rule or regulation which affects the terms or conditions of employment under this Agreement.
2. One or more Union members may file a grievance under this Agreement with or without Union representation. DCHA shall ensure that all settlements reached with respect to grievance resolution and other matters regarding the enforcement of this Agreement shall be implemented.
3. "Days" shall refer to workdays, not including Saturdays, Sundays and holidays.

**Section C--Presentation of Grievances**

1. General Provisions
  - a. All time limits will be strictly observed unless the Parties mutually agree to extend such time limits, which agreement shall be confirmed in writing.
  - b. DCHA and the Union agree that every effort will first be made to settle the grievance within DCHA and at the lowest possible administrative level.
  - c. The members in the Bargaining Unit and the Union shall follow the procedures set forth in this Article with respect to any grievance they may have and shall not follow any other course of action to resolve their grievances. If either Party breaches this provision, the right to invoke the provisions of this Article as to the incident involved shall be forfeited.
  - d. The settlement of a grievance prior to arbitration shall not constitute a precedent in the settlement of grievances.
  - e. The fact that a grievance is raised by a member, regardless of its ultimate disposition, shall not be recorded in the member's personnel file or other record; utilized in the promotion process; nor shall such fact be used in any recommendation for job placement; nor shall an member be placed in jeopardy or be subject to reprisal for having followed this Grievance Procedure.

- f. If a member is given a directive by a supervisory authority that he believes to be in conflict with the provisions of this Agreement, the member shall comply with the directive at the time it is given and thereafter exercise his right to grieve the matter. The member's compliance with such a directive will not prejudice the member's right to file a grievance, nor will his/her compliance affect the resolution of the grievance.
- g. The presentation and discussion of grievances provided for in this Article shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, to attend. No witnesses shall be heard unless their relevancy to the case has been established. Such witnesses shall be present only for the time necessary for them to present personal testimony. When the presentation and discussion of grievances or hearing as provided for in this procedure are held during the normal working hours of the participants, all members who are entitled to be present shall be excused with pay for that purpose. However, if operational demands so dictate, DCHA may request that the Arbitrator allow member-witnesses to appear for testimony on an "on-call" or other staggered basis in order to minimize any disruption of DCHAPD operations.
- h. DCHA may request, by written notification to the Union Chairman, additional information which it deems necessary to identify or clarify the matter at issue in a group or class grievance. If the Union Chairman does not respond in writing within five (5) days of receipt of the notification, DCHA may treat the grievance as resolved.
- i. If DCHA declares a grievance non-grievable/arbitrable, it must make such declaration in writing in response to the step the grievance was put in writing *and identify the basis for the declaration*. If the matter proceeds to arbitration, the arbitrator will decide grievability as a threshold issue.
- j. A grievance not submitted by the member within the time limits prescribed for each step of the procedure shall be considered satisfactorily settled on the basis of the last decision received by the member, which shall not be subject to further appeal, nor shall the Union be entitled to pursue the grievance further. A grievance not responded to by the appropriate management representative within the time limits specified at any step authorizes the member to pursue the grievance at the next higher step of the procedure.
- k. DCHA and the Union shall provide current and accurate information and documentation to all requests from the other Party for information related to the preparation and presentation of a grievance or response thereto.

## 2. Types of Grievances

- a. Personal. A grievance of a personal nature requires the signature of the aggrieved member at Step 2 even if the Union represents the grievant. In the case of an individual grievant proceeding without Union representation, the

Union shall be given the opportunity, with an advance notification, to be present and to offer its views at any meeting held to adjust the grievance. The Union has the right to grieve any resolution of a personal grievance, if the resolution conflicts with the provisions of this agreement. A copy of any settlement agreement reached between DCHA and the individual grievant without Union representation, or any adjustment, decision and response made by DCHA must be sent to the Union Chairman.

- b. Group. If a grievance involves a group of five (5) or more members raising the same issue, the Union Chairman shall file the grievance on behalf of the group at the lowest level capable of resolving the grievance. The grievance shall be signed by the Union Chairman and at least one (1) member of the group and shall be in accordance with the same time limits and other requirements as if it were an individual grievance.
- c. Class. If a grievance involves all the members in the Bargaining Unit, the grievance may be filed by the Union as a class grievance directly at Step 2 of the Grievance Procedure. It is understood that grievances filed by the Union, as class grievances will be processed only if the issue raised by the grievance is the same to all members involved.

#### **Section D--Procedural Steps**

##### **Step 1-- Oral Notice to Immediate Supervisor**

- a. The aggrieved member, with or without his/her Union Steward, shall orally or in writing present and discuss the grievance with his/her immediate supervisor or official at the lowest level capable of resolving the grievance. If the supervisor or official lacks the authority to resolve the grievance, he/she shall refer the member to the appropriate DCHAPD management official. The aggrieved member must file the grievance within ten (10) days of the occurrence of the event giving rise to the grievance, or within ten (10) days of the member's or Union's knowledge of the event.
- b. The supervisor or other appropriate official shall make a decision and communicate the decision to the member within ten (10) days from the initial presentation of the grievance.
- c. If the supervisor refuses to meet with the member and his/her representative, the aggrieved member may treat the grievance as denied.

##### **Step 2 -- Written Step**

- a. If the grievance is not resolved orally at Step 1, the member, with or without his/her representative, may submit a written grievance to the appropriate official at the next level of command within fifteen (15) business days following

the response to Step 1. The specific written grievance presented at Step 2 shall be used solely and exclusively as the basis for all subsequent steps.

- b. The written grievance at Step 2, and all steps thereafter, shall contain the following:
  - (1) A statement of the specific provision(s) of the Agreement alleged to have been violated, misapplied or misinterpreted;
  - (2) The manner in which the provision is purported to have been violated, misapplied or misinterpreted;
  - (3) The date or dates on which the alleged violation, misinterpretation or misapplication occurred;
  - (4) The specific remedy or adjustment sought;
  - (5) Authorization for the Union or other member representative, if desired by the member, to act as his/her representative in the grievance; and
  - (6) Signature of the aggrieved member and representative, if applicable.
- c. Should the grievance not contain the required information, the grievant shall be so notified by DCHA in writing and given three (3) days upon notification to resubmit the grievance.
- d. The appropriate higher official shall respond in writing to this grievance within fifteen (15) business days of its receipt. The written response shall contain the following:
  - (1) An affirmation or denial of the facts upon which the grievance is based;
  - (2) An analysis of the alleged violation of the Agreement;
  - (3) The remedy or adjustment, if any, to be made; and
  - (4) Signature of the appropriate management representative.
- e. Class grievances shall be submitted by the Union to the Chief of Police or his/her designee in writing at this step of the grievance procedure as provided for in Section C (2)(c) of this Article and shall contain the following:
  - (1) A statement of the specific provisions of the Agreement alleged to have been violated;
  - (2) The manner in which the provision is purported to have been violated;
  - (3) The date or dates on which the alleged violation occurred;
  - (4) The specific remedy or adjustment sought;
  - (5) A statement that the grievance involves all members in the Bargaining Unit and that the issue or issues raised by the grievance are the same as to all members involved;
  - (6) Signature of the Union Chairman; and

- (7) The required information must be furnished in sufficient detail to identify and clarify the matter at issue that forms the basis for the grievance.
- f. The Chief of Police or his designee shall respond in writing to the class grievance within twenty (20) days of its receipt. The written response shall contain the following:
  - (i) An affirmation or denial of the facts upon which the grievance is based;
  - (ii) An analysis of the alleged violation of the Agreement;
  - (iii) The remedy or adjustment, if any, to be made; and
  - (iv) Signature of the appropriate management official.

#### Step 3 -- Submission to Chief of Police or His/Her Designee

If the grievance remains unsettled, the member shall submit it to the Chief of Police, or his/her designee within fifteen (15) days following receipt of the Step 2 response. Within fifteen (15) days following the receipt of the Step 3 grievance, the Chief of Police or his/her designee shall meet with the aggrieved member and his representative to attempt to resolve the grievance or must respond in writing. The Chief of Police may consult with the Director of Human Resources and may include the Director of Human Resources or his/her designee in any stage of the Step 3 grievance. If a meeting occurs, the Chief of Police or his/her designee shall respond in writing to the member and his representative within ten (10) days following the Step 3 meeting. If the Union is not representing the member, the Chief of Police, or his/her designee must send a copy of the Step 3 response to the Union within ten (10) days of the Step 3 meeting.

#### Step 4 -- Union Decides Whether to Arbitrate

If the grievance remains unsettled, the Union shall advise the Chief of Police, or his/her designee, in a signed statement (with a courtesy copy to the Director of Human Resources and the General Counsel) indicating whether the Union intends to pursue arbitration of the matter on behalf of the member(s) within ten (10) days from receipt of the Chief of Police or his/her designee's response. Only the Union can advance a grievance to arbitration.

#### **Section E--Arbitration**

1. The Parties agree that arbitration is the method of resolving grievances which have not been satisfactorily resolved pursuant to the Grievance Procedure and is the agreed method of appealing adverse actions involving suspensions for more than thirty (30) days or removals as defined in Article 14 (Discipline), following the exhaustion of the internal Grievance Procedure.
2. Within fourteen (14) days of DCHA's receipt of the arbitration request, the parties shall discuss possible settlement of the grievance. If the grievance is not resolved, the moving Party shall solicit a panel of seven (7) impartial arbitrators from the Federation Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the FMCS or AAA panel, the Parties shall meet to select a mutually agreeable arbitrator. If the list does not contain a mutually agreeable

arbitrator, each Party shall alternatively strike names from the panel until one (1) remains. The parties will exchange discovery information and documents (witness lists, exhibits, etc.) in a manner which will allow adequate time for preparation for the hearing. Neither Party may rely on evidence in its case in chief which was not previously disclosed in discovery to the other.

3. If, before the selection process begins, either Party maintains that the panel of arbitrators is unacceptable, a request for a new panel from the FMCS or AAA shall be made. Subsequent requests can be made until the Parties receive an acceptable panel.
4. If either Party refuses to participate in the selection of an arbitrator, FMCS or AAA has the authority to appoint one, upon the request of the opposing Party.
5. The prevailing party, as determined by the arbitrator, will pay only twenty-five percent (25%) of the arbitrator's fees and costs.
6. In arbitration awards or settlements which involve an order for back pay, DCHA shall make the payment within sixty (60) days of the date of the decision. If the payment is not timely made, DCHA shall pay a late fee for each late day, beginning on the sixty-first day, at the rate of 5% per annum on the unpaid amount.

## **Section F--Expedited Arbitration**

### **1. General**

In lieu of the general arbitration procedures in this Article, the Parties may by mutual agreement, refer a particular grievance to expedited arbitration. The Parties shall use the expedited arbitration procedure set forth in this section for all grievances involving disciplinary actions for suspensions of thirty (30) days or less or reductions of rank and/or pay of a member. The expedited procedure also may be used to resolve questions or issues concerning wage payments to a single member (e.g., the calculation of overtime or the appropriate pay rate for work performed). These cases shall be processed with the utmost speed and attention in order to assure prompt resolution of the issues raised by the member and/or the Union. With this in mind the Parties agree that one Arbitrator selected from a standing panel of arbitrators mutually selected by the Parties to this Agreement may hear multiple cases on the same day.

### **2. Selection of Arbitrators**

- a. The Parties shall designate a permanent panel of arbitrators to hear all expedited cases under this Article. The panel shall be comprised of four (4) Arbitrators jointly selected by stipulation. In the event the Parties are unable to agree on the initial panel in a reasonable time, the Parties may select from a panel of twenty-eight (28) choices supplied by the FMCS. To create the original panel, DCHA and the Union shall jointly request four (4) panels and shall share the costs. The Parties shall strike from each set of panels to select one arbitrator to

serve on the panel of four (4) permanent Arbitrators. A coin shall be tossed to determine who shall strike first.

- b. The Parties shall use the same procedure to select an alternate Arbitrator who shall be utilized if the four (4) permanent Arbitrators are incapacitated or otherwise unavailable on the regular monthly hearing day. On each anniversary of the execution date of this Agreement, either Party may request the selection of a different panel of four (4) Arbitrators or to replace any one (1) of the original four (4) Arbitrators. Any successor panel or Arbitrator shall be selected in the same manner as the original, but any original Arbitrator shall continue to serve until the successor has agreed to the retainer and begins conducting regular monthly hearings.
- c. The Arbitrators shall be assigned on a rotating basis to all the hearings.
- d. As a condition of selection to the panel, the Arbitrator must reside locally within the metropolitan area, and agree that he/she shall:
  - (1) Conduct hearings at a site selected by DCHA or FOP on a rotating basis on the same day each month, every month;
  - (2) Issue all decisions within twenty (20) days after the hearing has been completed; and
  - (3) Hear all cases presented on the same day or on the first available day thereafter, if a full day is not sufficient to complete the pending docket of grievances ready for expedited arbitration.

### 3. Expedited Arbitration Procedures

- a. The grievances shall be scheduled for a hearing in the order in which the request for arbitration is received by the Chief of Police or his/her designee. The Director of Human Resources or his/her designee shall notify the Union in writing of which cases shall be heard, the Arbitrator and the time and location of the hearing. Arbitration requests received ten (10) calendar days or less prior to the Arbitrator's monthly scheduled hearing date, shall not be heard during that hearing period but shall be scheduled for the next monthly hearing date. The Parties shall exchange witness lists no later than seven (7) days prior to the hearing date. Any Agreement between the Parties to changes the date for hearing a case must be mutually agreed upon in writing by both Parties.

- b. The Parties shall cooperate in the scheduling of hearings to ensure that neither Union nor DCHA shall incur any arbitration fee for a month when the Arbitrator does not hear any cases under the Article. Any Party that is responsible for the untimely cancellation of a scheduled hearing shall be responsible for any fees and/or expenses charged by the arbitrator. The Party who wishes to cancel any case scheduled for a hearing date shall cancel in writing. If the case is not cancelled before the established cancellation date, the canceling Party shall pay any fees and/or expenses charged by the Arbitrator. If a case that was untimely canceled is scheduled for a day when other cases are scheduled, the costs shall be apportioned.
- c. The loser shall pay the fees and costs of the Arbitrator who heard the case. If more than one grievance is heard on the same day, the Arbitrator's costs shall be prorated among the losing Parties to those cases. In cases where it is unclear whether or not a Party has lost the case, the Arbitrator shall apportion the fees and costs.
- d. The Arbitrator will issue a final award at the close of the hearing unless with the agreement of the Parties additional time is needed. The Arbitrator will issue a written award in sufficient detail to explain the decision within the twenty (20) days following the close of the hearing or after the Arbitrator receives the Parties' briefs, if any, whichever is later. A statement of the Arbitrator's fee and costs shall accompany the decision.
- e. DCHA and the Union shall provide current and accurate information and documentation to all requests for information related to the preparation and presentation of a grievance.

## **Article 18**

### **Leave**

#### **Section A -- General**

Leave is any authorized absence during regularly scheduled work hours approved by an appropriate authority. All leave must be requested in writing, except that in situations where a member cannot or did not anticipate the need for leave, he may request leave by telephone and reduce it to writing on his return to duty. The DCHAPD agrees to inform the member whether his/her leave is approved within twenty-four (24) hours of the submission.

DCHA may rescind an approved absence under the section for a declared emergency by the Chief of Police, provided that it will allow the absence as soon as possible after the expiration of the emergency.

#### **Section B -- Annual Leave**

1. Annual leave is paid leave from duty without loss of pay for vacation or time allowed for personal or emergency purposes. Annual leave will be accrued at the following rates:
  - a. Less than 3 years of service                      ½ day (4 hours) per pay period or 13 days per year
  - b. 3 - 15 years of service                                ¾ day (6 hours) per pay period or 20 days per year
  - c. 15 or more years of service                        1 day (8 hours) per pay period or 26 days per year
2. Annual leave can be saved. A maximum of 240 hours can be carried over from year to year.
3. At termination of employment with DCHA, a member will be paid a lump-sum for any unused annual leave. In the event of death, unused annual leave is paid to survivor(s). Payment follows the same order of precedence or is made in accordance with specific designation.
4. DCHA will not deny a request for annual leave for discipline or for arbitrary or capricious reasons and, if leave is denied, it will indicate the reasons for denial on the request form.

#### **Section C -- Sick Leave**

1. Sick leave is paid leave granted to members to be used when a member is incapacitated by sickness or injury, including medical, dental, or optical examination or treatment. A

member may be required to provide a physician's certificate for disabilities related to pregnancy, miscarriage, abortion, childbirth and recovery therefrom. Sick leave also may be used for necessary care and attendance during illness of children, spouse, or the member's immediate family, and may require a physician's certificate. The family is defined as persons related by blood, marriage, or adoption, as well as, members involved in relationships characterized by the permanence, duration, and stability normally associated with family relationships or marriage. Use of sick leave for any other purpose is an abuse of this policy and may subject the member to disciplinary action.

2. The earning rate for full time members is four (4) hours for each full bi-weekly pay period. Sick leave which is not used during the leave year in which it accrues shall accumulate and be available for use in succeeding years. There is no limitation on the amount of sick leave a member can accumulate.
3. A physician's statement is required for a sick leave absence for an unreasonable period of time, (i.e. in excess of three (3) workdays). No member is required to disclose the exact nature of any illness that is not related to the performance of duty, but must disclose the nature of any injury whether or not related to the performance of duty.
4. Members shall be charged sick leave for time spent while on duty seeking diagnosis and/or treatment for non-duty-related illnesses or injuries.
5. If within a twelve (12) month period, a member accrues his/her fourth (4<sup>th</sup>) sick leave absence, management may issue a warning to the member if the incident appears to have a pattern, the member has a history of calling out on sick leave, etc. After the fifth (5<sup>th</sup>) sick leave incidents, management may place the member on leave restriction.
6. Management shall notify the Union President prior to issuance of a leave restriction or disciplinary action to a member regarding attendance related problems. The pending action shall be delayed for a period of fifteen (15) workdays after the notice to the Union in order to provide the Union an opportunity to counsel the member regarding contributing causes related to the attendance problems and how to address those problems. The member will be allowed up to one (1) hour of Union time to meet with a Union official for this counseling.
7. Management is not required to provide the opportunity for Union counseling to a member, as stated in this Article, more than one (1) time in a twelve (12) month period.
8. Once a member is placed on leave restriction, the member must, upon request, furnish a doctors certificate for each absence from work which is claimed as sick leave. The leave restriction requiring a member to furnish a doctor's certification for each absence charged to sick leave shall be reviewed within ninety (90) calendar days. The leave restriction shall be reviewed with the member. The Union may be included in the

review only with the member's consent. Where improvement of the use of sick leave is evident, the documentation request shall be rescinded. The authority for rescinding the restriction resides solely with the Chief of Police. At no time shall a member be required to furnish a doctor's certificate for longer than six (6) months after the initial leave restriction.

#### **Section D -- Unauthorized Absence (AWOL)**

A member absent from duty without official approval shall not receive paid compensation for the duration of the absence. Denial of paid compensation shall not affect the right of DCHA to invoke any other appropriate form of disciplinary action up to removal.

#### **Section E -- Family And Medical Leave Policy**

1. It is the policy of DCHA to grant up to sixteen (16) weeks of family and medical leave during any twenty-four (24) month period to eligible members, in accordance with the D.C. Family and Medical Leave Act, D.C. Code §32-501 *et. seq.* (DCFMLA). The leave may be paid, unpaid or a combination of paid and unpaid.
2. The DCFMLA applies to members who have worked for DCHA for one year without a break in service prior to requesting leave under the FMLA and who have been paid for at least 1000 hours during the last twelve (12) months.

#### **Section F -- Military and Reserve Component**

DCHA shall grant leave to members of the U.S. Armed Forces and the National Guard in accordance with District Government or Federal laws and regulations regarding military, National Guard and reserve components, as stated therein.

#### **Section G -- Call In For Emergency or Illness**

A request for leave for illness or an emergency is required at least one (1) hour prior to the first hour of the member's scheduled tour of duty. All requests shall be called into the member's Watch Commander. If the Watch Commander is not on duty or cannot be reached, the member shall leave a message. Leave will not be approved until the member has spoken to an official who approves leave. If the Watch Commander does not call back within twenty (20) minutes, the member shall call the main DCHAPD office number (202) 535-2575 and speak to an official before the tour-of-duty begins. If for some reason there no one answers, the member shall leave a message. DCHA will not require the member to disclose personal medical information other than whether the condition is an illness or injury.

**Section H -- Administrative Leave**

1. Administrative leave is an officially approved absence from duty without loss of pay and without charge to leave.
2. DCHA may grant administrative leave to members to participate in seminars, institutes, examinations, and other activities away from the DCHA directly related to work.

**Section I -- Bereavement Leave**

Members shall be entitled to use three (3) days of leave with pay (their regular scheduled day of work before the funeral, the day of and the day following the funeral) in the event of the death of a member of their immediate family. For the purpose of this Article 17, immediate family shall mean an member’s spouse, domestic partner, child, parent, brother, sister, spouse’s parent, brother, sister, child’s spouse, grandchild or grandparent. This does not preclude a member from requesting additional leave.

**Section J -- Court Leave**

Members required to perform jury duty are entitled to their regular rate of pay for such absences provided any payment received as jury compensation is tendered to DCHA’s payroll office, with the exception of remuneration for travel expenses.

**Section K -- Approval of Leave**

Approval of leave shall be in accordance with DCHA policies and procedures. If the policies conflict with the current collective bargaining agreement then the Agreement shall govern.

**Section L -- Holidays**

The DCHA allows the following paid holidays:

- |     |                              |                            |
|-----|------------------------------|----------------------------|
| (a) | New Year's Day               | (January 1st)              |
| (b) | Dr. M.L. King Jr.'s Birthday | (3rd Monday in January)    |
| (c) | President's Day              | (3rd Monday in February)   |
| (d) | Memorial Day                 | (last Monday in May)       |
| (e) | Independence Day             | (July 4th)                 |
| (f) | Labor Day                    | (1st Monday in September)  |
| (g) | Columbus Day                 | (2nd Monday in October)    |
| (h) | Veteran's Day                | (November 11)              |
| (i) | Thanksgiving Day             | (4th Thursday in November) |
| (j) | Christmas Day                | (December 25th)            |
| (k) | Inauguration Day             | (Once every four years)    |
| (l) | Emancipation Day             | (April 16)                 |

(m) Other

(As determined by the Executive  
Director)

## **Section M--Leave Incentive Program**

### **Section 1 -- General**

In order to recognize a member's productivity through his/her responsible use of accrued sick leave, beginning the calendar year 2014, DCHA agrees to provide personal leave incentive in accordance with the following:

1. A full-time permanent member who is in a pay status for the leave year shall accrue annually:
  - a. Five (5) personal leave days (forty (40) hours) for using less than sixteen (16) hours of accrued sick leave in a year.
  - b. Four (4) personal leave days (thirty-two (32) hours) for utilizing seventeen (17) hours to twenty-three hours (23) hours of accrued sick leave in a year.
  - c. Three (3) personal leave days (twenty-four (24) hours) for utilizing more than twenty-four (24) hours to thirty-two (32) hours of accrued sick leave in a year.
  - d. Two (2) personal leave days (sixteen (16) hours) for utilizing more than thirty-three (33) hours to forty (40) hours of accrued sick leave in a year.
2. Members shall be compensated for personal leave days earned in accordance with Section A above at the member's regular hourly rate on or before the 2<sup>nd</sup> pay period in February of each calendar year.

### **Section 2 -- Eligibility**

To be eligible, a member must be in an active pay status for twenty-six (26) pay periods during the leave year. Members in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for personal leave incentives under this Article. Sick leave usage for maternity leave and/or a serious health condition as defined in the D.C. Family and Medical Leave Act, D.C. Code §32-501 et. seq., not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for personal leave under this Article.

### **Section 3 -- Part-time Members**

Part-time members are not eligible for personal leave as provided in this Article.

### **Section N -- Definitions**

1. "Annual Leave" scheduled pay leave earned by a member for absence from duty without loss of pay for vacation, or time allowed for personal or emergency purposes.

2. "Sick Leave" is paid leave granted to members to be used when an member is incapacitated by sickness or injury or disability as certified by a physician certificate for disabilities caused or contributed to by pregnancy, miscarriage, abortion, child birth, and recovery therefrom for medical dental or optical examination or treatment for necessary care and attendance during illness of children spouse, or the member immediate family.
3. "Leave without Pay" is applied when a member is in an approved leave status but does not have sufficient leave to be applied for the time taken.
4. "Absence Without Leave" is applied when a member is absent from duty without approval. The member shall not receive paid compensation for the duration of the absence.
5. "Leave of Absence" may be granted for a specific time not to exceed one year but requires the approval of the Executive Director.

**ARTICLE 19**  
**TARDINESS**

**Section A**

Each instance of tardiness shall be recorded in the member DCHAPD Log Book regardless of the reason for reporting late, and may be supplemented by a statement from the member explaining his reason for being tardy. These reports shall be removed from the personnel folder one year from the date of the tardiness.

**Section B**

The expected tardiness procedures as set forth in the applicable General Orders shall remain in effect. A member must use accrued compensatory time, leave or leave without pay, hour for hour, for each of the first three instances of tardiness. A tardy member must take at least one (1) hour of leave, during which time the member shall not assume his assignment.

**Section C**

DCHA will take disciplinary action against a member for his or her fourth and subsequent tardiness during a one (1) year period, after giving due consideration to all statements documented pursuant to subsection A of this Article.

**ARTICLE 20**  
**SENIORITY**

Where objective considerations are equal, seniority shall be used as the tiebreaker in assigning days off, vacations, and assignments. "Objective considerations" include, but are not limited to such matters as the following: ability, skill, and qualifications for an assignment; suitability; and availability of other qualified members of the Bargaining Unit in the case of days off and vacations. Seniority is defined as time in grade.

**ARTICLE 21**  
**MERIT STAFFING**

**Section A     General**

1.     DCHA will apply its merit principles in a consistent and equitable manner to all member-applicants for unit vacancies, and will assign, evaluate, transfer, promote, and upgrade officers based on merit, skill, ability and job performance. This requirement will apply to filling vacancies in any specialized unit which is established within the DCHA police department.
  
2.     DCHA will review its hiring criteria and position qualifications to insure that they are relevant to the performance requirements of each position, and shall not require a member to meet unnecessary requirements or criteria.

**Section B     Selections for Vacant Positions**

1.     DCHA will post the notice for vacant positions in DCHAPD for in-house members for a period of ten (10) days, after which period DCHA will determine whether there is a sufficient number of certifiable candidates. Thereafter, DCHA may publish the notice outside of the agency, if there are not enough applications from certifiable in-house candidates.
  
2.     Within two (2) business days, DCHA will provide to the Union Chairman copy of all vacancy announcements, cancellations, corrections or amendments.
  
3.     DCHA shall take into consideration an applicant's experience as a DCHAPD Special Police Officer and Security Officer in filling vacancies.
  
4.     DCHA will interview all qualified member-applicants, if it interviews any.
  
5.     DCHA will conduct all interviews in a manner that is reasonably consistent and fair to unit members.

**Section C**

A Special Police Officer (SPO) or Security Officer (SO) who has completed his/her probationary period who thereafter accepts a conditional offer of employment as a Police Officer and who enters the Police Training Academy, shall be returned to his position as an SPO or SO as the case maybe at any time during: Phase 1: Fundamentals of the MPD; Phase 2: Crimes Against Persons, D.C. Code Part 1; or Phase 3: Crimes Against Property, D.C. Code Part 2, if;

1.     He/She fails to successfully complete any or all of the training levels at that point, or

2. He/She elects to drop out of the Academy.

At the completion of Phase 3 the SPO or SO must elect to continue his training without the right to return to his/her position as an SPO or SO or exercise his option under Section C.2. The SPO or SO shall notify the DCHA in writing within five (5) work days of completion of Phase 3 that he/she has elected to return to his SPO or SO position.

#### **Section D**

A SO who has completed his/her probationary period who thereafter accepts a conditional offer of employment as a SPO and who enters the Special Police Officers Training Program, shall be returned to his/her position as an SO at any time during Phase 1: D.C. Code Part 1; Phase 2: D.C. Code Part 2; Phase 3: Laws of Arrest/Arrest Procedures;

1. He/She fails to successfully complete any or all of the training levels at that point, or
2. He/She elects to drop out of the Special Police Officers Training Program.

At the completion of Phase 3 the SO must elect to continue his/her training without the right to return to his/her position as an SO or exercise his option under Section D. 2. The SO shall notify the DCHA in writing within five (5) work days of completion of Phase 3 that he/she has elected to return to his/her SO position.

#### **Section E**

Any member covered under Sections C or D of this Article who elected to forfeit his/her right to return to his/her position but does not successfully complete the training program may revert to his/her former position provided that DCHA has not filled that vacancy, notifies DCHA in writing of his/her desire to return to his/her former position within five (5) days of leaving the training program, and remains in good standing as defined by the Agency.

**ARTICLE 22**  
**SCHEDULING**

**Section A**

DCHA will assign days off and tours of duty that are either fixed or rotating on a known and regular schedule which will be posted or made available to unit members.

**Section B**

DCHA will notify a member seven (7) days in advance of any changes to his schedule, except that the Chief of Police may suspend this requirement on an agency-wide basis for an unforeseen operational demand which directly affects the delivery of services to and the security of the residents or DCHA employees. In any situation in which DCHA suspends the 7-day advance notice provision, the Chief of Police will notify the Union of the reason for the suspension as soon as possible, but no more than forty-eight (48) hours.

**Section C**

DCHA will not change a member's tour of duty or days off for discipline.

**ARTICLE 23**  
**USE OF DCHA FACILITIES**

**Section A**

DCHA will provide suitable space in its facilities for bulletin boards on which the Union may display material related to its activities, provided that the material does not contain personal attacks. All material displayed will be signed by an officer of the Union and a copy will be provided to DCHA's Department of Human Resources. The Union also has the right to mount a reasonably sized bulletin board or other similar device at each fixed post and to display material thereon, subject to requirements of this Article.

**Section B**

DCHA agrees to furnish to the Union access to a private area to be used by the Union in connection with the handling of member grievances and complaints. If a private area is not available in the area requested by the Union, a like area will be made available upon reasonable request.

**Section C**

DCHA will allow the Union reasonable use of facilities under its control during non-working hours upon a timely request to the Chief of Police. The Union will exercise reasonable care in the use of a facility and will leave it in a clean and orderly condition.

**Section D**

Without specific prior written approval from the Chief of Police or his/her designee, the Union may not utilize DCHA mail, telecommunications, computer systems, or other equipment to conduct Union business, except that a member may use a telephone to communicate with a Union representative as otherwise provided in this Agreement with respect to representation and grievances and a Union representative may use a photo copier to copy grievances or other material to be submitted to DCHA upon verbal approval from the Chief of Police or his/her designee.

**ARTICLE 24**  
**TRANSPORTATION**

**Section A**

1. DCHA will transport members who are on duty to and from posts and other assignments, and shall return members to the point of origin.
2. DCHA will not discriminate against members with respect to holdover and overtime drafts or assignments because of their choice of mode of transportation.
3. Members are responsible for their own transportation to the assigned reporting location to begin their tour of duty and will not use a privately-owned vehicle (POV) in the performance of their DCHA duties, unless otherwise provided for in an agreement among the Chief of Police, the member, and the Union.
4. DCHA will inform members of the post or location to which each shall report for duty before the end of the previously scheduled tour of duty.
5. DCHA will transport members, including member's representative, if necessary, to and from the location of an investigative interview.

**Section B**

1. A member must report any vandalism regarding his/her POV to Supervising Watch Commander prior to leaving the scene of the vandalism, and must report the incident to the appropriate law-enforcement agency for investigation.
2. When DCHA determines that there is a reasonable basis to conclude that there is damage to a member's POV, that the vehicle was parked in the area of his/her DCHA post while the member was on duty, and the damage is connected to his/her status as a DCHA officer or official actions taken as a DCHA officer, DCHA may reimburse the member for repairs to the POV in an amount not to exceed his/her insurance deductible, but no more than \$500.00 per incident. The payments provided for herein shall not exceed a total of \$1,000 per year.

**ARTICLE 25**  
**WAGES AND COMPENSATION**

**Section A -- Compensation and Schedules**

1. Effective as of October 1, 2013, the members covered by this Agreement shall be paid a \$750.00 bonus, within thirty (30) days of ratification of this Agreement.
2. In the event that DCHA employees are granted a pay raise in the base salary during Fiscal Year 2014, members covered by this Agreement will receive the equivalent pay raise in the base salary.
3. The Parties will begin negotiations on or immediately after April 1, 2014, on the terms of compensation for Fiscal Years 2015 and 2016.

**Section B -- Differentials And Premium Pay**

Members covered by this Agreement will earn differential pay at the same rate as non-union Employees in the police department. DCHA will pay a night differential of 4% for members time worked from 1800 hours to 0600 hours. Members will earn Sunday premium pay at the rate that they are currently paid and will be paid in the same manner as currently provided in DCHA policy.

**Section C -- Beneficial Tax Plans**

DCHA will make a good faith effort to implement any advantageous member tax plans and other member pretax benefit plans that are permitted under IRS regulations.

**Section D -- Lunch Period**

DCHA will compensate members when it fails to provide lunchtime relief in accordance with the Fair Labor Standards Act.

**Section E -- Acting Pay**

If a member is detailed or temporarily assigned to a higher paid position for sixty (60) days or more, DCHA thereafter shall compensate the member at the grade and lowest step of the position, which is above his/her permanent rate of compensation.

**Section F -- Contracting Out**

DCHA may contract out work normally performed by bargaining-unit members only when it will not result in the displacement of current unit positions. In the event that DCHA undertakes to study or plan to contract out work in the future, it will notify the Union within one workday of commencing the study or plan.

**Section G -- Death in the Line of Duty**

DCHA will expeditiously process all paperwork for all members who die in the line of duty.

**ARTICLE 26**  
**OVERTIME**

**Section A**

Work in excess of the normal work week hours or the normal work day hours shall be paid at the rate of one and one-half times the member's basic hourly rate, provided that the member has been in a pay status for all regular hours scheduled for that work week or work day. The seven (7) day work week begins at 12:00 AM on Sunday.

**Section B**

Except as otherwise provided by this Agreement and to the extent allowed by the Fair Labor Standards Act (FLSA) the parties agree DCHA may substitute compensatory time for overtime payment.

**Section C**

To the extent that DCHA's present policies, procedures and practices equal or exceed the requirements of the FLSA, those policies, procedures, and practices shall remain in effect, except as otherwise provided herein.

**Section D**

For the purposes of determining entitlement to compensatory time and overtime pay, all hours of work performed outside the basic work week and the basic work day shall be deemed overtime hours.

**Section E**

Whenever a member of the Bargaining Unit is entitled to compensatory time off for overtime worked, he/she shall receive compensatory time at a rate of 1.5 hours of compensatory time for each hour of overtime work performed.

**Section F**

Compensatory time earned prior to FLSA entitlement shall be accrued and administered in accordance with existing DCHA policies and procedures, and shall be maintained separate and apart from compensatory time earned pursuant to the banking provisions of the FLSA.

**Section G**

DCHA will pay members at the overtime rate, not by way of compensatory time, for all overtime worked in excess of one hour whether as a result of call-ins, holdovers, delays in providing transportation or relief.

**Section H**

A member is eligible to work overtime any day, provided that he/she worked a full tour-of-duty and/or was in an approved annual leave status, immediately prior to the day that he/she is scheduled for overtime and he/she was not suspended without pay, absence without leave, leave restriction, or in a leave without pay status.

**Section I**

DCHA will assign overtime opportunities equitably and fairly among all qualified members. DCHA will pay all overtime and compensatory time in increments of fifteen (15) minutes.

**Section J**

DCHA will compensate employees at the overtime rate for hours worked when the agency declares an administrative closing and releases its other employees.

**ARTICLE 27**  
**OPTICAL AND DENTAL PLANS**

**Section A**

Unit members retain the right to participate in optical and dental plans available to other DCHA employees not covered by a bargaining agreement.

**Section B**

Members who are terminated or who leave DCHA may elect to continue health and insurance coverage, at their own expense and without any contribution, under the COBRA provisions pursuant to federal law.

**ARTICLE 28**  
**UNIFORMS AND EQUIPMENT**

**Section A**

DCHA agrees to provide all Bargaining Unit members whose duties require uniforms with a supply of five (5) uniforms. Replacement uniforms will be provided only when the worn uniforms are returned to DCHA and the Chief of Police or his/her designee determines that a replacement uniform is necessary.

**Section B**

Uniforms shall be worn in a manner consistent with applicable District of Columbia regulations. Members who have been issued uniforms are required to wear those uniforms while on duty. A member may cover his/her uniform garments whenever he/she or she is required to appear or conduct DCHA business in public without a weapon.

**Section C**

If DCHA determines that protective clothing is required for certain members to perform their duties, such items shall be provided. If protective clothing is provided, it must be worn. In its determination of whether protective clothing is required for a member's duties, DCHA shall follow the appropriate OSHA safety standards as well as any other applicable laws, rules and regulations.

**Section D**

Members required to work outside shall be furnished with appropriate clothing, such as rainwear, etc., which is suitable for the weather conditions in which they are required to work.

**Section E**

Members who terminate their employment are required to return their uniforms prior to receiving their final paycheck.

**Section F**

Members shall be required to reimburse DCHA the lesser of the current value or the cost to replace or repair any equipment, uniform and/or weapons issued by DCHA which are damaged or lost due to the negligence of members. Such reimbursement may be paid in lump sum or by payroll deduction as follows:

1. The minimum payment shall be \$25.00 per pay period and the maximum shall be \$150.00 per pay period until paid in full.

2. In the event the member leaves the employment of DCHA, any unpaid balance shall be deducted from any amounts due to the member for salary, unused paid leave, or other compensation at the time of separation.
3. If the amounts due to the member at the time of separation are insufficient to pay the remaining balance due, the member shall pay the DCHA that amount within one (1) week of separation.

**Section G**

DCHA will accommodate members by purchasing size appropriate uniform changes when requested during pregnancy.

**ARTICLE 29**  
**EMPLOYEE ASSISTANCE PROGRAM**

**Section A**

DCHA will continue to offer Employee Assistance Programs (“EAP”) services and benefits currently available to all other DCHA employees.

**Section B**

The Parties agree to investigate further enhancements to the existing program, including referrals to specialized treatment programs for law enforcement officials.

**Section C**

A member may not participate in the DCHA EAP for the same disorder and receive the related benefits of this Article, more than one time in each twelve (12) consecutive months of employment under this Agreement.

**Section D**

If the member refuses to seek EAP counseling or there is not an adequate improvement in work performance or attendance following referral, as determined by the supervisor, disciplinary action may be initiated as warranted under Article 14 of this Agreement.

**ARTICLE 30**  
**POLICE DEPARTMENT DRUG SCREENING PROGRAM**

The random Drug Screening Program is a key component of the District of Columbia Housing Authority Police drug screening procedures to deter illicit drug use in order to further ensure the public's trust in our Department and to reinforce the public's confidence in the integrity of all members. The law enforcement mission of the Department cannot be effectively achieved without public confidence in the integrity of its Police Officers, Special Police Officers and Security Guards (hereafter "members"). Any illicit drug use erodes that confidence and breeds disrespect for the law and for those entrusted with upholding it. This program is designed to be a proactive approach and deterrent to a serious societal problem facing all members and officials. Random drug screening is a reasonable, preventative, and protective procedure that maintains the Department's image and capability as an effective law enforcement agency.

**PART I            Responsibilities and procedures for members**

**A.            General**

1.        The confirmed finding of an illicit or unauthorized substance in the urine, the refusal of a member to submit to a drug screen, or the involvement of a member in any action which undermines the integrity of the drug screening program or circumvents the procedures established by this department in conjunction with this program shall result in a disciplinary recommendation for termination of employment.
2.        The collection procedures outlined in Drug Screening Program and Urine Specimen Collection Manual shall be used to collect and process urine specimens obtained pursuant to the provisions of this Order.
3.        The Agency shall use a computer program to randomly select members regardless of rank at least once a week from the entire pool of members. The selection shall be made in the morning, all members will have an equal chance of being selected each week, therefore, some members may be selected more than once before other members are selected. The potential for selection again shortly after a drug screening is an important element of the preventative aspect of this program.
4.        Upon receipt of the randomly selected individuals, the DCHAPD designee shall prepare a Notification to Report for Random Drug Screening (notice form) for each member selected that morning and ensure that the forms are delivered directly to the appropriate Watch Commanders before the first roll call of the day.
5.        Members are prohibited from taking prescription medication that is not prescribed for them or taking medications in doses higher than recommended for their course of treatment.

6. Prior to their next tour of duty, members shall notify their immediate supervisor when they are required to use prescription or over-the-counter medication which has the potential to impair job performance. The member shall advise the supervisor of the name, dosage, and known side effects of such medication and the prescribed period of use. The supervisor shall document this information in a memorandum sent to the Human Resources Department.
7. Any member who unintentionally ingests, or is forced to ingest, a controlled substance shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the member's health and safety.

**B. Notification**

Members will be notified to appear at the testing facility by means of the notice form presented by the Watch Commander as soon as possible after the Watch Commander receives the notice form. The Watch Commander shall direct the member to report to the testing facility for testing. The Watch Commander shall notify the Department that the member has been directed to report for drug screening at the specified time. Members shall sign and date the notification form to document their acknowledgment that they were directed to report for drug screening. The original notice form shall be retained at the member's unit in a confidential file. A copy of the signed notice form shall be Faxed (or if necessary, hand carried) to HR immediately after the form is signed.

1. If a member is on previously approved Annual Leave, Military Leave, Sick Leave, leave without pay or a scheduled day off when the notification is initially received by their unit, the Watch Commander shall document the reason that the member could not be tested on the notice form. The notice form shall be FAXED (or if necessary, hand carried) to HR immediately alter roll call.
2. When selected, members on administrative leave and extended sick leave shall report for screening as directed by their unit Watch Commander.
3. Members working tours of duty that coincide with the testing facility hours of operation for drug testing shall report to the testing facility, while on duty to provide a specimen. Members working a tour of duty that does not start during the time period when the testing facility is open shall be scheduled to report to the testing facility no later than the conclusion of their tour. Members that are scheduled to report after their normal tour will receive compensation pursuant to the provisions of the Collective Bargaining Agreement (CBA). The member shall prepare an 1130 which will be signed by a testing facility official.
4. If the member has a scheduled court commitment on the screening day, the member shall be directed to report to the screening facility prior to going to court, or if that is not possible, report to the screening facility after leaving court.

The Director, Court Liaison Division, shall be notified of the requirement that the member report for Random Drug Screening.

5. The Watch Commander shall send the Human Resources Department an e-mail message confirming the names of the members that were directed to report for drug screening and the members selected for drug screening that could not report on the selected date including the reason the member could not report. If e-mail is unavailable, the Watch Commander shall fax the confirmation message to Human Resources Department before the end of the tour.

**C. Appearance at Screening Site**

1. Members shall report to the screening facility on the date and time specified by their Watch Commander and shall:
  - a. Ensure that their urine specimen is not contaminated with any foreign substance (adulteration) or diluted during the collection phase.
  - b. Submit their own urine specimen, and ensure that the specimen has not been substituted for another substance.
  - c. Not substitute their own urine specimen with any other person's specimen during the screening process
  - d. Not take any action that would undermine the integrity of the drug screening program or circumvent the procedures established by this Department in conjunction with the drug screening program.
2. When a member reports to the screening facility for screening under this program, the member shall have their identification folder, identification card, and or other officially issued proof of identification that includes a photograph of the member.
3. When a member reports sick after being served with a notice form they shall notify an official and report to the screening facility for screening as directed. If a member is physically unable to report to the screening facility due to an incapacitating illness or injury on their screening day, they shall notify an official. The official shall prepare an investigative report documenting the circumstances which shall be signed by the Watch Commander then forwarded to Human Resources.
4. Emergency annual leave will normally not be granted except under unusual circumstances after a member has been served with a notice form. When requesting emergency leave the member shall advise the official that they have been served with a notice form and the specific reason(s) for the leave. If emergency leave is granted, a report documenting the unusual circumstances shall be submitted by the member to

their supervisor on the member's return to duty, the official granting the emergency leave shall prepare an investigative report with recommendations, through channels, to the Human Resources Department within three (3) business days. The official granting the emergency leave is responsible for verifying the emergency prompting the request.

**D. Refusal**

Refusal of a sworn member to submit to screening under this program shall result in the recommendation of termination of that member from the DCHAPD.

**E. Failure to Appear at the Screening Facility**

Members that have been properly notified and fail to appear at the screening facility will be deemed to be in a "Refusal" status absent exigent circumstances. The member shall immediately report the existence of exigent circumstances to the Watch Commander, or if unavailable, to the Deputy Chief of Police. A report documenting the exigent circumstances shall be submitted by the member to their immediate supervisor. In turn, the supervisor shall prepare an investigative report with recommendations, through channels, to Human Resources Department within three (3) business days. The validity of exigent circumstances shall be determined by Human Resources Department.

**F. Positive Screening Results Pending Confirmation**

The specimen of a member determined to be positive for illicit substances during the screening shall be tested using Gas Chromatography /Mass Spectrometry (GC/MS) to confirm the presence in the specimen of metabolites resulting from the use of illicit substances. The duty status of the member shall not be changed until the confirmation test results are received and reviewed by the Medical Review Officer.

**G. Confirmation of Test Results**

1. If the confirmation test is negative no further action will be taken.
2. If the confirmation test is positive, the member shall be contacted by the Human Resources Department and directed to report and be interviewed by the Medical Review Officer (MRO) regarding the confirmed positive test Results. Medical Review Officer the physician responsible for Reading and interpreting drug screen analysis reports.
3. In the case of a positive confirmation of a sample wherein the testee states that he or she is taking medication and where the confirmation levels are consistent with the reported medication, the MRO shall interview the testee to verify the proper use of prescription medications that could explain the confirmation levels. If the positive test

results cannot be explained based on the prescription medication taken, the case shall be referred to the Deputy Chief of Police for discipline consideration.

#### **H. Circumvention of Random Drug Screening Procedures**

Any attempts to circumvent the procedures of the random drug screening program shall be investigated. An investigative report shall be prepared, with recommendations and forwarded to the Deputy Chief of Police within thirty (30) calendar days.

#### **I. Adverse Action Proceedings**

The Deputy Chief of Police will initiate the preparation of termination proceedings based on the recommendations from investigating official for all members with a confirmed positive urine test that are not the result of bona fide medical treatment by a licensed physician, psychiatrist, and/or dentist. Members refusing to appear for or submit to drug screening or the involvement of a member in any action which undermines the integrity of the drug screening program or circumvents the procedures of the program will also be recommended for termination.

### **PART II**

#### **A. Officials**

1. Officials shall ensure that members under their direction strictly comply with the procedures outlined in this program.
2. Officials shall not post, publish, disseminate, or in any other way make known the names of members scheduled to be screened.
3. Because of the potential for the adverse "labeling" of a member, all activities associated with this program shall be considered confidential and personal. Violation of the confidentiality aspects of this program shall be considered as a circumvention of the random drug screening program and may subject the offending members to disciplinary action.
4. Officials shall take extreme care to respect the member's personal integrity during the entire drug screening process.

**B. Command Personnel**

**Commanding Officials shall:**

1. Ensure that the notice form is served as soon as possible on the day of receipt and that the member signs the notice form to document their acknowledgment of selection for random drug screening.
2. Ensure the screening facility is notified when a member is scheduled for drug screening in accordance with the provisions of this program.
3. Ensure the verification of the status of members whose notice form show that they are on Suspension without Pay, Leave without Pay, or Sick Leave. Upon verification, forward the notice form to the Human Resources Department.
4. Ensure that the executed notice form is retained and filed in their official personnel file (OPF) for three (3) years and then destroyed.
5. Investigate all reports of attempts to circumvent the procedures of the random drug screening program, which are forwarded to them, including refusals and failures to appear. The completed investigative report will, in all Instances, be forwarded in thirty (30) calendar days through channels to Human Resources Department with adverse action recommendations.
6. Upon notification of a positive confirmed drug test, order the member to report to the Deputy Chief of Police.

**C. Human Resources**

**Human Resources shall:**

1. Use an automated selection program to select members each morning when the screening facility is open.
2. Prepare the notice forms and forward them in a sealed envelope to the watch Commander each morning.

**D. Confidentiality of Records**

The Director of Human Relations shall ensure that the records are secured in compliance with the Privacy Act, 5 U.S.C. §552a and the patient confidentiality laws.

**ARTICLE 31**  
**SAVINGS CLAUSE**

**Section A**

In the event that any part of this Agreement is rendered or declared invalid by any existing or subsequently enacted legislation or by decree of any court of competent jurisdiction, the remainder will remain in full force and effect.

**Section B**

Either Party may thereafter demand bargaining and initiate immediate negotiations to replace the invalid part.

**ARTICLE 32**  
**IMPACT BARGAINING**

When a new DCHA order or regulation, or a change in an existing order or regulation, directly impacts on the conditions of employment of unit members, such impact shall be a proper subject of negotiation. Except in emergency situations, DCHA shall give written notice, seven (7) days in advance, and shall consult with the Union prior to the issuance of the new or changed order or regulation. In an emergency situation, DCHA shall consult with the Union as soon as conditions allow.

**ARTICLE 33**  
**DURATION AND FINALITY OF AGREEMENT**

**Section A**

This Agreement will become effective upon approval and ratification as set forth in the Parties' Ground Rules for Contract Negotiations Agreement and will remain in full force and effect until September 30, 2016. If the Agreement is disapproved because specific provisions are asserted to be contrary to applicable law or if the Agreement is not ratified, the Parties will meet within thirty (30) days and resume bargaining to negotiate replacement provisions or agree to delete them.

**Section B**

This Agreement shall remain in effect until September 30, 2016, and shall automatically renew for one (1) year periods thereafter unless either party gives to the other party written notice of its intent to terminate or modify the Agreement no later than May 4, 2016 or any subsequent May 4 anniversary thereafter. This Agreement shall remain in full force and effect during the period of negotiations and until a new contract takes effect or in the event of an impasse, pending the completion of mediation and arbitration or both.

**Section C**

The Parties acknowledge that this Agreement represents the result of negotiations during which both Parties had the unlimited right and opportunity to make demands and proposals with respect to any mandatory negotiable subject matter.

**Section D**

It is agreed that any request by either Party for further negotiations due to changes in legislation, rules or regulations affecting any Article in this Agreement shall be for the purpose of amending, modifying or supplementing provisions agreed to and included in this Agreement. If all Parties mutually agree in writing during the terms of this Agreement that modifications to the Agreement are necessary, they shall modify it.

**Section E**

Any provisions for the retroactive payment of wages, or other terms and conditions, shall only have the retroactive effect specified, but shall not apply to other terms and conditions set forth in this Agreement.

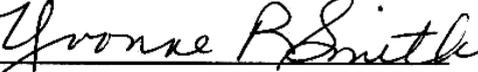
IN WITNESS THEREOF, the parties have fully executed this Agreement on this 8<sup>th</sup> day of April 2014.

**District of Columbia Housing Authority**

By 

Adrienne Todman  
Executive Director

**Fraternal Order of Police/ DCHA Labor Committee**

By 

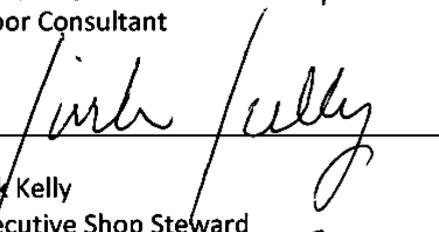
Yvonne Smith  
Chairperson

By 

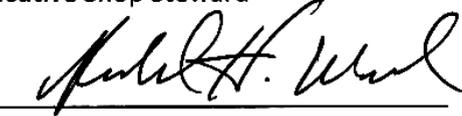
William G. Jepsen  
Counsel to Fraternal Order of Police

By 

Leroy Hughes  
Labor Consultant

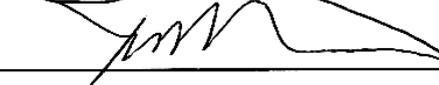
By 

Kirk Kelly  
Executive Shop Steward

By 

Ronald Ward  
Chief Shop Steward

Approved as to form and legal sufficiency

By 

Ken Slaughter  
Interim General Counsel

By Joel R. Maupin

Joel R. Maupin  
Chief of Police  
District of Columbia Housing Authority Police Department

**APPENDIX A**

**MEMORANDUM OF UNDERSTANDING  
OUTSIDE EMPLOYMENT FOR POLICE OFFICERS AND SPECIAL POLICE OFFICERS**

The Parties agree that it will form a standing committee on the subject of police-related outside employment for DCHA police officers and senior police officers. The Committee shall consist of management designees, Union representatives, which shall include two officers from the subject groups and a Union official. The standing committee will remain in effect for one year after execution of this Agreement. The standing committee will meet quarterly, but may agree to meet more frequently to discuss outstanding issues.

IN WITNESS THEREOF, the Parties have fully executed this Memorandum of Understanding intending to be bound thereby this \_\_\_\_\_ day of January 2014.

**District of Columbia Housing Authority**

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Adrienne Todman  
Executive Director

**Fraternal Order of Police/DCHA Labor Committee**

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Yvonne Smith  
Chairperson

**APPENDIX B**

**MEMORANDUM OF UNDERSTANDING  
EVALUATION COMMITTEE**

The Parties also agree that it will form a performance evaluation committee to meet and establish standards for the DCHAPD performance evaluation process. The parties agree that the evaluation committee will develop performance criteria to serve as the basis for the career ladder opportunity for Security Officers in order to advance from Grade 3 to Grade 4 based on satisfying the agreed upon criteria. These standards shall become effective October 1, 2014.

IN WITNESS THEREOF, the Parties have fully executed this Memorandum of Understanding intending to be bound thereby this \_\_\_\_\_ day of January 2014.

**District of Columbia Housing Authority**

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Adrienne Todman  
Executive Director

**Fraternal Order of Police/DCHA Labor Committee**

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Yvonne Smith  
Chairperson

**APPENDIX C**

**MEMORANDUM OF UNDERSTANDING  
REGARDING THE REMOVAL OF THE TABLE OF PENALTIES AND FITNESS FOR DUTY ARTICLES IN  
EXCHANGE FOR THE "IS" LANGUAGE MANDATING A PHYSICIAN'S NOTE AFTER THREE (3)  
DAYS OF SICK LEAVE**

The Parties agree that the Table of Penalties (Appendix A) and the Fitness for Duty Article (Article 29) will be removed from the Agreement in exchange for the term "is" replacing the term "may" in all leave language in the agreement that refers to physician statements being submitted after three (3) days of sick leave.

The Table of Penalties will be used by DCHA as a policy document or reference guide. The Fitness for Duty process/policy will be incorporated into the DCHAPD's General Orders.

The term "is" shall make it mandatory for a physician's note to be submitted by members to management after three (3) days of sick leave.

IN WITNESS THEREOF, the Parties have fully executed this Memorandum of Understanding intending to be bound thereby this \_\_\_\_\_ day of March 2014.

**District of Columbia Housing Authority**

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Adrienne Todman  
Executive Director

**Fraternal Order of Police/DCHA Labor Committee**

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Yvonne Smith  
Chairperson



Employment Status	Position Title When Detailed	Agency Detailed to or From	Detail Date	Detail End Date	Reason for Detail
Active Full Time	Chief of Staff	Child and Family Services Agency	6/21/2021	10/8/2021	To assist in Director Donald's transition
Active Full Time		Deputy Mayor for Planning and Econom	7/6/2021	1/20/2022	Support Director Donald in furthering agency priorities

FY 2021

174 Total Vehicles

DEPT	TAG#	DESCRIPTION	VIN	CC
ATP	DC10572	1998 FORD VAN- 15 PASSENGER	1FBSS31L9WHB38955	61000
ATP	DC12328	2017 FORD PICKUP	1FTEX1EF6HKC31960	11000
ATP	DC7403	2010 FORD PICK UP CREW	1FTSW2B59AEA85775	74000
AUDIT	DC4630	2006 CHEVY COBALT	1G1AK55F767743661	*02008
AUDIT	DC4752	2006 CHEVY COBALT	1G1AK55F767739559	64008
AUDIT	DC7147	2008 CHEVY COBALT	1G1AK58F587165977	63007
AUDIT	DC4920	2008 CHEVY COBALT	1G1AK58F887155833	*02008
ED	DC12951	2017 FORD EXPLORER	1FM5K8D85HGD96424	12006
ED	DC12952	2017 FORD EXPLORER	1FM5K8D82HGD80083	12003
ED	DC4708	2006 FORD FREESTAR	2FMZA5169BA54484	63003
ED	DC4709	2006 FORD FREESTAR	2FMZA51656BA54482	63002
FMO	DC11826	2007 FORD EXPLORER	1FMEU74E97UB10035	12005
FMO	DC13325	2019 FORD ESCAPE	1FMCU9GD6KUC20782	41002
FMO	DC13846	2021 TRAILER	4JASL1823MG127033	No Card Issued
FMO	DC4754	2006 CHEVY COBALT	1G1AK55F767740212	62008
FMO	DC7406	2010 FORD PICK UP	1FTNF2B56AEA5777	*03008
FMO	DC7786	2010 FORD STAKE BODY	1FDWF3HRXAEB09188	62009
FMO	GT9935	1998 FORD VAN	1GCEK14W9VZ231342	64004
HCVP	DC10015	2016 FORD FUSION	3FA6P0G79GR124826	31006
HCVP	DC10017	2016 FORD FUSION	3FA6P0G72GR124828	31007
HCVP	DC10018	2016 FORD FUSION	3FA6P0G74GR124829	31005
HCVP	DC10019	2016 FORD FUSION	3FA6P0G70GR124830	31004
HCVP	DC10020	2016 FORD FUSION	3FA6P0G72GR124831	31002
HCVP	DC10021	2016 FORD FUSION	3FA6P0G74GR124832	31001
HCVP	DC10022	2016 FORD FUSION	3FA6P0G78GR124817	31008
HCVP	DC10023	2016 FORD FUSION	3FA6P0G76GR124816	31007
HCVP	DC10024	2016 FORD FUSION	3FA6P0G7XGR124818	31006
HCVP	DC10025	2016 FORD FUSION	3FA6P0G71GR124819	31005
HCVP	DC10026	2016 FORD FUSION	3FA6P0G78GR124820	11007
HCVP	DC10028	2016 FORD FUSION	3FA6P0G71GR124822	31002
HCVP	DC10029	2016 FORD FUSION	3FA6P0G73GR124823	31001
HCVP	DC10030	2016 FORD FUSION	3FA6P0G75GR124824	32008
HCVP	DC10031	2016 FORD FUSION	3FA6P0G77GR124825	31009
HCVP	DC11827	2017 FORD FOCUS	1FADP3E26HL25093	11000
HCVP	DC11828	2017 FORD FOCUS	1FADP3E23L306456	11007
HCVP	DC11829	2017 FORD FOCUS	1FADP3E21HL240909	11006
HCVP	DC11830	2017 FORD FOCUS	1FADP3E28HL252281	11005
HCVP	DC11831	2017 FORD FOCUS	1FADP3E21HL227447	12002
HCVP	DC11832	2017 FORD FOCUS	1FADP3E29HL282650	12003
HCVP	DC12325	2018 FORD FOCUS	1FADP3E25JL275717	11006
HCVP	DC12326	2018 FORD FOCUS	1FADP3E21JL238826	11002
HCVP	DC12327	2018 FORD FOCUS	1FADP3E24JL227433	11001
HCVP	DC12812	2017 FORD FOCUS	1FADP3E24HL234764	*02003
HCVP	DC12813	2017 FORD FOCUS	1FADP3E23HL208852	*02009
HCVP	DC12814	2017 FORD FOCUS	1FADP3E20HL252238	*01000
HCVP	DC4816	2006 FORD ESCAPE	1FMYU931X6KC49060	16002
HCVP	DC10016	2016 FORD FUSION	3FA6P0G70GR124827	31006
ITD	DC12815	2016 FORD TRANSIT	NM0L57E71G1274654	61001
ITD	DC4707	2006 FORD ESCAPE	1FMUU93156KD01887	64003
OAS	DC10570	2006 FORD ESCAPE	1FMYU93136KD01886	82001
OCP	DC11240	2009 CHEVY MALIBU	1G1ZF57529F156452	42005
OCP	DC11242	2011 CHEVY COLORADO	1GCJTCF94B8108001	41005
OCP	DC11244	2011 FORD FOCUS	1FAHP3EN7BW185030	41004
OCP	DC11245	2011 FORD FOCUS	1FAHP3EN8BW190947	41009
OCP	DC11238	2010 FORD EXPLORER	1FMEU7DE9AUA84009	11000
OCP	DC10571	2012 CHEVY MAILIBU	1G1ZB5E09CF339325	62009

DEPT	TAG#	DESCRIPTION	VIN	CC
OCF	DC11239	2011 JEEP LIBERTY	1J4PN2GK0BW524245	41006
OCF	DC11241	2011 JEEP LIBERTY	1J4PN2GK9BW524244	41004
OCF	DC11243	2011 CHEVY COLORADO	1GCJTCF92B8107896	47008
OCF	DC11246	2010 FORD EXPLORER	1FMFU7DE8AUA85605	41007
OCF	DC11286	2011 CHEVY COLORADO	1GCJTCF98B810752	81008
OCF	DC12185	2018 FORD PICKUP	1FTEX1EB1JKE86518	61001
OCF	DC12186	2018 FORD ESCAPE	1FMCU9GD1JUB97807	*61008
OCF	DC4629	2006 CHEVY COBALT	1G1AK55F467737994	65008
OPS	DC10041	2015 FORD INTERCEPTOR	1FHAP2MK5FG176344	81007
OPS	DC10042	2015 FORD INTERCEPTOR	1FAHP2MK7FG176345	51007
OPS	DC10043	2015 FORD INTERCEPTOR	1FAHP2MK3FG176343	82002
OPS	DC10044	2016 FORD INTERCEPTOR	1FM5K8AR4GGA20258	*01009
OPS	DC10045	2016 FORD INTERCEPTOR	1FM5K8AR6GGA20259	*01000
OPS	DC10047	2016 FORD INTERCEPTOR	1FM5K8AR4GGA20261	82007
OPS	DC10048	2016 FORD INTERCEPTOR	1FM5K8AR6GGA20262	82005
OPS	DC10049	2016 FORD INTERCEPTOR	1FM5K8AR8GGA20263	82004
OPS	DC10050	2016 FORD INTERCEPTOR	1FM5K8ARXGGA20264	83001
OPS	DC12851	2017 FORD EXPLORER	1FM5K8AR1HGC66881	12008
OPS	DC12852	2017 FORD EXPLORER	1FM5K8ARXHG6680	81002
OPS	DC13840	2020 FORD INTERCEPTOR	1FM5K8AB3LGD09600	NO Card issued vehicle is not in service
OPS	DC13841	2020 FORD INTERCEPTOR	1FM5K8AB9LGD09603	NO Card issued vehicle is not in service
OPS	DC13845	2021 TRAILER-LIGHT TOWER	4JAUS1019MG12083	No Card Issued
OPS	DC13847	2021 TRAILER-LIGHT TOWER	4JAUS1016MG127087	NO Card issued
OPS	DC3829	2005 FORD CROWN VIC	2FAHP71W35X107990	21008
OPS	DC7532	2007 FORD EXPLORER	1FMEU74E47UA69233	*02002
OPS	DC7627	2010 CHEVY IMPALIA	2G1WD5EM8A1221285	82004
OPS	DC7629	2010 CHEVY SILVERADO	3GCXKSE27AG250069	*02003
OPS	DC7630	2010 CHEVY IMPALIA	2G1WD5EM0A1221569	*02002
OPS	DC7631	2010 CHEVY IMPALIA	2G1WD5EM6A1219132	81003
OPS	DC7632	2010 CHEVY IMPALIA	2G1WD5EM6A1221981	*02008
OPS	DC9683	2005 CROWN VICTORIA	1FMZU72K15UA22314	81004
PMO	DC10743	2006 CHEVY TRAILBLAZER	1NGT135962228756	*01008
PMO	DC10896	2016 FORD PICKUP	1FD0W5HY4GEC27190	11005
PMO	DC10905	20116 CHEVY UTILITY	1GC0KUEG5GZ133625	51005
PMO	DC10906	2016 CHEVY UTILITY	1GC0KUEG3GZ299755	51006
PMO	DC10907	2016 CHEVY PICKUP	1GC0KUEG9GZ161203	51003
PMO	DC10908	2017 FORD ESCAPE	1FMCU9GD9HUB49666	51007
PMO	DC10909	2017 FORD ESCAPE	1FMCU9GD2HUB37360	51001
PMO	DC11026	2015 FORD DUMP TRUCK	3FRNF6HP7FV730628	11007
PMO	DC11089	2015 CHEVY SILVERADO	1GCVKPEH9FZ379446	13009
PMO	DC11090	2015 CHEVY SILVERADO	1GCVKPEH4FZ376843	11004
PMO	DC11270	2016 FORD PICKUP	1FT7W2B64GEA19867	11002
PMO	DC11833	2017 FORD PICKUP	1FTWX1EP2HFB50553	12007
PMO	DC11834	2017 FORD PICKUP	1FTFX1EF1HKC76387	11002
PMO	DC11835	2017 FORD ESCAPE	1FMCU9GD3HUE62986	12007
PMO	DC11836	2017 FORD ESCAPE	1FMCU9GD1HUE65708	12008
PMO	DC11837	2017 FORD ESCAPE	1FNCU9GD7HUE86899	11001
PMO	DC11838	2017 FORD UTILITY	1FDUF4GYXHED90635	61004
PMO	DC11839	2017 FORDPICKUP	1FTEX1E8XHKC37309	12006
PMO	DC12329	2018 PICK UP	1FTMF1EB1JKD29800	12007
PMO	DC12330	2018 PICK UP	1FTFX1E59JFE08043	11008
PMO	DC13326	2019 FORD ESCAPE	1FMCU9GD1JUC99759	41001
PMO	DC13327	2019 WATER JETTA	1T91T1719KP391556	41000
PMO	DC13466	2019 PICK UP	1FTMF1EB2KKC65476	81005
PMO	DC13467	2019 PICK UP	1FTERIFH2KLA97652	81007
PMO	DC13469	2019 FORD PICK UP	1FTERIFH2KLA97652	81005
PMO	DC13698	2019 PICK UP	1FTERIFHOKLB00793	81003

DEPT	TAG#	DESCRIPTION	VIN	CC
PMO	DC13957	2021 BULK TRUCK	2NKHHM6X6MM328276	*01004
PMO	DC13958	2021 BULK TRUCK	2NKHHM6X2MM438274	*01003
PMO	DC13959	2021 BULK TRUCK	2NKHHM6X4MM438275	*01005
PMO	DC3210	1997 FORD BUCKET TRUCK	1FDLF47F0VEC25148	71007
PMO	DC4625	2006 CHEVY TRAILBLAZER	1GNNT13SX62229219	62000
PMO	DC4631	2006 CHEVY COBALT	1G1AK55F467743438	62007
PMO	DC4704	2006 FORD ESCAPE	1FMYU93186KD01883	62003
PMO	DC4710	2006 FORD ESCAPE	1FMYU93176KD01888	64009
PMO	DC6520	2008 FORD PICKUP	1FTSW21588ED65960	63007
PMO	DC6521	2008 FORD PICKUP	1FTRF14W98KD46509	62008
PMO	DC6678	2008 STAKE BODY DUMP	1FDXW47R28EC22428	13001
PMO	DC7144	2007 GMC BULK TRUCK	1GDJ7C1317F400128	62006
PMO	DC7391	2010 FORD ESCAPE HYBIRD	1FMCU5K37AKA47078	*04002
PMO	DC7404	2010 FORD PICK UP CREW	1FTSW2B50AEA85776	44007
PMO	DC7405	2010 FORD PICK UP	1FTNF2B58AEA85778	*06002
PMO	DC7424	2010 CARGO VAN	1FTNE1EW7ADA24154	*03006
PMO	DC7425	2010 CARGO VAN	1FTNE1EW5ADA24153	*03008
PMO	DC7426	2010 CARGO VAN	1FTNE1EWXADA24150	44006
PMO	DC7427	2010 CARGO VAN	1FTNE1EW9ADA24155	*03005
PMO	DC7428	2010 CARGO VAN	1FTNE1EW0ADA24156	*03002
PMO	DC7429	2010 CARGO VAN	1FTNE1EWADA24151	*04004
PMO	DC7430	2010 CARGO VAN	1FTNE1EW3ADA24149	*03009
PMO	DC7432	2010 CARGO VAN	1FTNE1EW3ADA24152	12009
PMO	DC7517	2010 FORD UTILITY	1FDSE3FLOADA53994	12008
PMO	DC7518	2010 FORD UTILITY	1FDSE3FL4ADA53996	62008
PMO	DC7519	2010 FORD UTILITY	1FDSE3FL6ADA53997	12007
PMO	DC7520	2010 FORD UTILITY	1FDSE3FL2ADA53995	62002
PMO	DC7521	2010 FORD UTILITY	1FDSE3FLXADA53999	12002
PMO	DC7522	2010 FORD UTILITY	1FDSE3FP6ADA36958	12001
PMO	DC7523	2010 FORD UTILITY	1FDSE3FP8ADA36959	12007
PMO	DC7524/DC13809	2009 GMC BULK	1GDJ7C1B19F408210	12006
PMO	DC7525	2009 GMC BULK	1GDJ7C1B39F408550	12005
PMO	DC7546	2010 FORD UTILITY	1FDSE3FL8ADA53998	13000
PMO	DC7756	2010 FORD STAKE BODY	1FDWF3H52AEB09201	*02007
PMO	DC7757	2010 FORD STAKE BODY	1FDWF3H54AEB09202	*05009
PMO	DC7774	2010 FORD STAKE BODY	1FDWF3HR7AEB09195	*02005
PMO	DC7775	2010 FORD STAKE BODY	1FDWF3HR9AEB09196	*05007
PMO	DC7776	2010 FORD STAKE BODY	1FDWF3HR4AEB09185	*02003
PMO	DC7777	2010 FORD STAKE BODY	1FDWF3HR7AEB09200	*05007
PMO	DC7778	2010 FORD STAKE BODY	1FDWF3HR8AEB09187	82000
PMO	DC7779	2010 FORD STAKE BODY	1FDWF3HR2AEB09198	65003
PMO	DC7780	2010 FORD STAKE BODY	1FDWF3HR4AEB09199	62007
PMO	DC7781	2010 FORD STAKE BODY	1FDWF3HR8AEB09190	63002
PMO	DC7782	2010 FORD STAKE BODY	1FDWF3HR2AEB09184	63001
PMO	DC7783	2010 FORD STAKE BODY	1FDWF3HR0AEB09183	66003
PMO	DC7785	2010 FORD STAKE BODY	1FDWF3HR1AE809189	62000
PMO	DC7787	2010 FORD STAKE BODY	1FDWF3HR1AEB09192	67002
PMO	DC7788	2010 FORD STAKE BODY	1FDWF3HR6AEB09186	63006
PMO	DC7789	2010 FORD STAKE BODY	1FDWF3HRXAEB09191	63003
PMO	DC7790	2010 FORD STAKE BODY	1FDWF3HR3AEB09193	62004
PMO	DC7880	2010 FORD STEP VAN	1FC3E3KL3ADA93016	62002
PMO	DC7886	2010 FORD STEP VAN	1FC3E3KL8ADA93013	62000
PMO	DC7887	2010 FORD STEP VAN	1FC3E3KL1ADA93015	62009
PMO	DC7888	2010 FORD STEP VAN	1FC3E3KLXADA93014	62008
PMO	DC7938	2009 FORD BUCKET	1FDAF46R79EA50857	62006
PMO	DC7939	2009 FORD BUCKET	1FDAF46R79EA74656	23009
PMO	DC8361	2009 FORD BUCKET	3FRNF75C99V133542	72003

DEPT	TAG#	DESCRIPTION	VIN	CC
PMO	DC8701	2012 FORD CREWCAB	1FT7W2B63CEB94637	44004
PMO	DC8702	2012 FORD CREWCAB	1FT7W2B64CEB27559	42004
RS	DC4703	2006 FORD ESCAPE	1FMYU931X6KD01884	62005
RS	DC5411	2006 FORD FREESTAR	2FMZA51676BA54483	*02006

3 TAKE HOME

DEPARTMENT TOTALS
3 ATP
4 AUDIT
4 ED
7 FMO
26 HCVP
2 ITD
1 OAS
14 OCP
23 OPS
86 PMO
2 RS



**Brenda Donald, Executive Director**

**District of Columbia Housing Authority  
Credit Card Policy and Procedures  
Effective October 1, 2018**

**Purpose and Background**

The District of Columbia Housing Authority (“DCHA” or “Agency”) is committed to implementing effective financial controls to minimize the costs and risks associated with purchasing activities.

The purpose of the District of Columbia Housing Authority Credit Card Policy (“Policy”) is to communicate the framework for the use of DCHA issued corporate credit cards, including eligibility, appropriate use, reporting, and payment of expenditure requirements.

**Policy Statement**

This Policy relates to the use of any and all DCHA credit card, including gasoline cards and corporate credit cards, issued to DCHA employees. This Policy outlines acceptable and unacceptable uses of DCHA credit cards. The use of a DCHA credit card is a privilege that the Agency may withdraw at any time, with or without cause.

**Allocation and Authorization of DCHA Credit Cards**

DCHA issued credit cards shall be used solely for official Agency business and for purposes in conjunction with the employee’s job duties. The employee in possession of the DCHA credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel or for unauthorized purchases. Employees with such DCHA credit cards shall not use them for any non-business purchase. Non-business purchases are considered any purchases that are not authorized, personal, or do not benefit the agency.

- 1. Gasoline credit cards.** DCHA issued gasoline credit cards may only be used to refuel assigned Agency vehicles. In no event shall Agency gasoline credit cards be used to refuel personal vehicles. Agency vehicles shall be fueled at any gasoline station located in the District of Columbia and charges are restricted to only fuel purchases. Under no circumstances shall a DCHA issued gasoline credit card be used to purchase food, beverages, cigarettes or other personal items.

This policy only applies to circumstances when DCHA provides an employee with access to an Agency vehicle to conduct all official business. This Policy does not intend to supplant DCHA rules and policies regarding when employees elect to use a privately owned vehicle



**Brenda Donald, Executive Director**

("POV") for official duty when DCHA cannot provide an Agency vehicle. Employees operating a POV for Agency business under these circumstances shall follow those rules for reimbursement instead. In no event should an employee using a POV for official duty refuel with an Agency gasoline card.

- 2. Corporate credit cards.** Corporate credit cards may only be issued to a Director level employee whose role and responsibilities require they have access and who is specifically authorized in writing by DCHA's Executive Director. Clear documentation must be provided by any department that requests the use of the credit card to justify the need in advance of use of the corporate credit card. Corporate credit cards can be used for budgeted items only to pay for the expenses. In no event shall corporate credit cards be used for personal expenses.

Immediately upon use of the corporate credit card, the authorized user must submit the following in writing: (a) item purchased; (b) amount charged; (c) department requested; (d) rationale for exigent circumstances requiring the use of the corporate credit card. A Director that anticipates routine charges must submit the request for use of the corporate card with the information requested above and justification of the multiple charges.

- A. Vehicle Maintenance charges.** The Transportation Officer and Transportation Specialist in the Fleet Management Division of the Office of Administrative Services have the authorization to utilize the corporate card to pay for vehicle preventive maintenance, registration fees and repair costs for agency vehicles.
- B. Trash/Recycling charges.** The Office of Administrative Services is authorized to maintain a corporate card on file with the District's Department of Public Works to pay for the agency's bulk trash, recycling and routine trash costs for all public housing developments and corporate offices.
- C. Vehicle Ticket charges.** The Office of Administrative Services is authorized to utilize a corporate credit card to pay tickets issued to staff while driving agency vehicles to timely address the charges.

### **Cardholder Responsibilities**

The employee in possession of a DCHA credit card is responsible for receiving, printing and retaining all receipts related to purchases made with a DCHA credit card. Gasoline credit card receipts must be submitted monthly to the Fleet Management Division within the Office of Administrative Services ("OAS").



**Brenda Donald, Executive Director**

Corporate credit card receipts must be submitted to the Director of the OAS within one week of the date of purchase. OAS maintains a file of credit card charges that is utilized to verify all charges listed on the credit card statements. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.

The cardholder shall also be responsible for immediately and properly reporting lost or stolen DCHA issued credit cards. Credit cards must be reasonably safeguarded and kept in a reasonably secure location when not being used by authorized personnel.

### **Credit Card Reconciliation**

OAS is responsible for reconciliation of monthly credit card statements and for informing the cardholder of any transactions for which receipts have not been received. Should the credit card holder be someone within the OAS, a designated Finance employee will be responsible for reconciliation of monthly credit card statements and for informing the cardholder of any transactions for which receipts have not been received. The user of an approved corporate credit card will submit statements, including documentation confirming the Department and approved use for each purchase.

Every holder of a corporate credit card shall provide information to permit the Director of OAS to review monthly statements, which will also be reviewed by the DCHA's Office of Audit and Compliance ("OAC").

OAS will review and annually update a master list of all credit cards. Credit cards that are no longer necessary or accounted for will be cancelled by OAS.

DCHA's OAC will perform periodic analysis of credit card statements to review the activity.

### **Notice**

A copy of this Policy shall be given to all current authorized holders of a DCHA credit card. A copy of this Policy shall be given at the issuance of a corporate card to the authorized person. Any new employee who is authorized to hold a DCHA credit card must have a copy of this Policy at orientation. Copies of this Policy shall be available for review at DCHA's Office of Human Resources ("OHR") and OAS upon request.

### **Policy Breaches**



## District of Columbia Housing Authority

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Washington, DC 20002-7599  
(202) 535-1000 | dchousing.org

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**Brenda Donald, Executive Director**

Breaches of this Policy or any related procedures may result in cancellation of the credit card and/or a range of disciplinary actions dictated by the nature and extent of the breach. All breaches of this Policy will be referred to OHR for appropriate action.

This Policy will remain in effect until a replacement policy has been issued.

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Brenda Donald, Executive Director

**District of Columbia Housing Authority  
Budget and Actual Comparison**

	FY21 Budget	FY21 Actual	FY22 Budget
<b>REVENUE</b>			
Rental Income	\$ 18,953,224.00	\$ 16,351,168.16	\$ 20,659,524.60
Other Tenant Income	239,287.00	363,191.53	227,818.00
HUD Operating Subsidy	63,844,424.00	63,282,621.59	65,811,570.72
Housing Assistance Payments Revenue - Federal	232,514,865.00	239,000,674.00	256,852,108.98
Housing Assistance Payments Revenue - Local	189,310,286.00	225,996,572.81	243,032,407.08
Administrative fees earned- Federal	23,923,197.00	25,816,803.56	22,372,734.59
Administrative fees earned- Local	15,227,196.00	15,790,033.87	17,985,336.02
HUD Other Grants Income	353,309.00	666,742.50	350,000.00
Government Grants - Local Non-HUD Grants	4,200,000.00	4,200,000.00	4,200,000.00
HUD Capital Fund Grants	3,189,036.00	3,145,084.96	4,282,953.60
Local Capital Fund Grants	0.00	0.00	2,000,000.00
Developer Fees	0.00	0.00	3,987,689.92
Other Income	2,236,849.00	1,511,386.49	2,202,929.80
<b>TOTAL REVENUE</b>	<b>\$ 553,991,673.00</b>	<b>\$ 596,124,279.47</b>	<b>\$ 643,965,073.30</b>
<b>EXPENSES</b>			
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>			
Salaries			
Administrative Salaries	\$ 34,193,729.00	\$ 30,961,289.05	\$ 34,870,755.19
Tenant Services Salaries	2,209,270.00	2,096,989.01	1,927,274.40
Utilities Salaries	729,918.00	696,967.32	682,232.98
Maintenance Salaries	14,497,402.00	19,258,262.65	16,095,670.09
Protective Services Salaries	7,975,124.00	7,694,870.44	8,424,642.92
Total Salaries	59,605,443.00	60,708,378.47	62,000,575.58
Employee Benefit Expense			
Employee Benefits	9,498,474.00	6,898,309.48	9,612,089.77
Payroll Taxes	4,891,125.00	4,093,290.32	5,075,557.27
Retirement Benefits	3,195,673.00	2,482,627.34	3,231,507.93
Total Employee Benefit Expense	17,585,272.00	13,474,227.14	17,919,154.97
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS EXPENSES</b>	<b>77,190,715.00</b>	<b>74,182,605.61</b>	<b>79,919,730.55</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Auditing Fees	230,950.00	171,554.85	240,000.00
Legal Expenses	1,795,103.00	803,249.22	1,354,913.61
Telephone & Internet Expenses	1,285,054.00	1,971,588.67	1,685,133.49
Port Out Admin Fees	135,445.00	100,626.06	0.00
Other Administrative Expenses	8,229,915.00	8,900,028.57	8,434,296.16
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>11,676,467.00</b>	<b>11,947,047.37</b>	<b>11,714,343.26</b>
<b>TENANT SERVICES</b>			
Tenant Contract Expenses	277,760.00	324,423.11	290,648.00
Other Tenant Services Expenses	502,500.00	400,702.52	510,000.00
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>780,260.00</b>	<b>725,125.63</b>	<b>800,648.00</b>
<b>UTILITY EXPENSES</b>			
Water & Sewer Expenses	13,143,581.00	13,579,414.00	14,090,313.69
Electricity Expense	8,131,312.00	8,094,242.00	7,943,080.27
Gas Expense	4,370,007.00	3,795,755.00	4,841,830.74
<b>TOTAL UTILITY EXPENSES</b>	<b>25,644,900.00</b>	<b>25,469,411.00</b>	<b>26,875,224.70</b>
<b>MAINTENANCE EXPENSES</b>			
Maintenance Materials	3,719,463.00	2,978,274.00	3,949,996.56
Maintenance Contracts	9,545,907.00	9,443,276.00	10,322,678.38
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>13,265,370.00</b>	<b>12,421,550.00</b>	<b>14,272,674.94</b>
<b>PROTECTIVE SERVICES EXPENSES</b>			
Other Protective Services Expense	124,140.00	318,030.57	117,933.00
Protective Service Contracts	764,548.00	1,396,759.32	1,033,787.44
<b>TOTAL PROTECTIVE SERVICES EXPENSES</b>	<b>888,688.00</b>	<b>1,714,789.89</b>	<b>1,151,720.44</b>
<b>GENERAL EXPENSES</b>			
Insurance Expense	3,176,826.00	3,756,006.95	3,227,730.75
Subsidy Payments to Mixed Finance Properties	6,221,851.00	6,943,180.00	6,844,036.10
Tenant Collection Losses Expense	1,818,663.00	963,233.00	2,813,852.16
Other General Expenses	129,000.00	613,351.25	50,000.00
<b>TOTAL GENERAL EXPENSES</b>	<b>11,346,340.00</b>	<b>12,275,771.20</b>	<b>12,935,619.01</b>
Housing Assistance Payments - Federal	227,552,315.00	234,606,580.00	254,853,747.14
Housing Assistance Payments - Local	189,310,286.00	225,926,239.37	238,171,758.94
<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>416,862,601.00</b>	<b>460,532,819.37</b>	<b>493,025,506.08</b>
<b>TOTAL EXPENSES</b>	<b>557,655,341.00</b>	<b>599,269,120.07</b>	<b>640,695,466.99</b>
<b>NET REVENUE OVER / (UNDER) EXPENSES BEFC</b>	<b>-3,663,668.00</b>	<b>-3,144,840.60</b>	<b>3,269,606.31</b>
<b>NON-OPERATING &amp; DEPRECIATION ITEMS - REVENUE / (EXPENSE)</b>			
Investment income - unrestricted	302,332.00	43,461.98	0.00
Gain/Loss on Sale of Fixed Assets	0.00	204,578.83	0.00
Interest Expense	-3,074,092.00	-4,047,869.44	-3,262,796.60
<b>TOTAL NON-OPERATING &amp; DEPRECIATION ITEMS - RE</b>	<b>-2,771,760.00</b>	<b>-3,799,828.63</b>	<b>-3,262,796.60</b>
<b>NET REVENUE OVER / (UNDER) EXPENSES</b>	<b>-6,435,428.00</b>	<b>-6,944,669.23</b>	<b>6,809.71</b>
Equity Transfers	0.00	0.00	0.00
<b>CHANGE IN NET ASSETS</b>	<b>-6,435,428.00</b>	<b>-6,944,669.23</b>	<b>6,809.71</b>

**DC Housing Authority  
Budget vs. Actuals**

Program		FY20		FY21		FY22 - as of 12/31/21	
		Budget	Actual	Budget	Actual	Budget	Actual
<b>LIPH</b>	<b>Low Income Public Housing</b>	63,160,985	63,160,985	58,537,547	58,537,547	14,929,410	14,929,410
<b>LBP</b>	<b>Lead Based Paint</b>						
<b>LBP</b>	DC39L001501-19	1,000,000	647,027	352,973	60,733	292,240	-
<b>CFP</b>	<b>Capital Funds Program</b>						
<b>CFP</b>	DC39P001501-16	93,596	93,596	-	-	-	-
<b>CFP</b>	DC39P001501-17	444,225	333,959	110,265	18,414	91,851	-
<b>CFP</b>	DC39P001501-18	6,334,940	3,696,993	2,637,947	754,723	1,883,224	26,649
<b>CFP</b>	DC39P001501-19	19,317,221	11,320,113	7,997,108	1,637,534	6,359,574	49,229
<b>CFP</b>	DC39P001501-20	-	-	21,414,768	8,584,832	12,829,936	248,876
<b>CFP</b>	DC39P001501-21	-	-	-	-	20,472,550	750,660
<b>RHF</b>	DC39R001501-15	396,788	110,147	286,641	286,641	-	-
<b>RHF</b>	DC39R001502-15	412,926	-	412,926	8,153	404,773	-
	<b>Total Capital Funds</b>	<b>26,999,696</b>	<b>15,554,809</b>	<b>32,859,656</b>	<b>11,290,297</b>	<b>42,041,909</b>	<b>1,075,414</b>
<b>ROSS</b>	<b>Residents Opportunities and Self-Sufficiency</b>						
<b>ROSS</b>	ROSS191319	229,062	229,062	239,525	239,525	59,063	59,063
<b>ROSS</b>	FSS20DC3389	236,250	236,250	-	-	-	-
<b>ROSS</b>	FSS21DC3964	-	-	236,250	236,250	-	-
<b>ROSS</b>	FSS22DC4732	-	-	-	-	117,918	117,918
	<b>Total ROSS Grants</b>	<b>465,312</b>	<b>465,312</b>	<b>475,775</b>	<b>475,775</b>	<b>176,981</b>	<b>176,980</b>
<b>CARES Act</b>	<b>CARES Act Funds</b>						
<b>CARES Act</b>	All LIPH Properties	9,124,469	7,347,482	1,776,987	1,776,987	-	-
<b>CARES Act</b>	HCVP	7,329,014	733,355	6,595,659	6,475,659	120,000	-
	<b>Total CARES Act Funds</b>	<b>16,453,483</b>	<b>8,080,837</b>	<b>8,372,646</b>	<b>8,252,646</b>	<b>120,000</b>	<b>-</b>

# FY21 CAPITAL SPENDING UPDATE

**99.4% *Obligated***

***\$ 49,694,107.79***

<b>Spending Category</b>	<b>Budget</b>	<b>% Complete</b>	<b>Completion Date</b>
<b>Architectural/Engineering</b>	<b>\$ 728,784.23</b>	0% complete	March 2022
<b>Property Stabilization</b>	<b>\$15,464,534.24</b>	10% complete	Aug 2022
<b>Capital Replacement</b>	<b>\$12,647,558.13</b>	74% complete	April 2022
<b>Lead Abatement</b>	<b>\$7,723,400.00</b>	60% complete	April 2022
<b>Vacant Unit Make Ready</b>	<b>\$13,435,723.40</b>	80% complete	March 2022



# DCHA FY22 CAPITAL BUDGET SUMMARY

**TOTAL: \$70,533,587**

- **\$50M** District FY22 Allocation
- **\$8.25M** in District Repair & Maintenance
- **\$4.19M** Carryover R&M
- **\$8.08M** FY22 HUD Capital

\*-\$2.00M Capital Staffing

Category	FY 2022	Projects	Units
<b>Architectural &amp; Engineering Design</b>	<b>\$10,601,000</b>	<b>6</b>	<b>-</b>
<b>Rehabilitation Projects</b>	<b>\$18,400,000</b>	<b>5</b>	<b>126</b>
<b>Stabilization Projects</b>	<b>\$28,524,000</b>	<b>6</b>	<b>323</b>
<b>Repair &amp; Modernization</b>	<b>\$8,806,000</b>	<b>12</b>	<b>-</b>
<b>Vacant Unit Campaign</b>	<b>\$2,202,587</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$68,533,587*</b>	<b>16</b>	<b>449</b>

**Stabilization:** Addressing critical maintenance and building issues ahead of future redevelopment

**Rehabilitation:** Full renovation to bring projects into full state of repair for 20 year viability



**D.C. HOUSING AUTHORITY**

# ARCHITECTURAL & ENGINEERING DESIGN

**TOTAL:**  
**\$10,601,000**

- First step in rehabilitation pipeline
- Sets-up multi-year capital projects

Project Title	FY 2022	Status/Start Date	Duration	% Complete
<b>Highland Addition</b> (Ward 8)	<b>\$1,028,000</b>	12/1/2021	9 mo.	-
<b>Claridge Towers</b> (Ward 2)	<b>\$1,942,000</b>	5/1/2022	6 mo.	-
<b>Horizon House</b> (Ward 2)	<b>\$1,342,000</b>	5/1/2021	6 mo.	-
<b>Potomac Gardens</b> (Ward 6)	<b>\$1,803,000</b>	12/1/2021	6 mo.	-
<b>James Creek</b> (Ward 6)	<b>\$2,039,000</b>	3/1/2022	9 mo.	-
<b>Langston Terrace</b> (Ward 5)	<b>\$2,247,000</b>	7/1/2022	6 mo.	-
<b>Garfield Senior</b> (Ward 1) Feasibility Study	<b>\$200,000</b>	<b>Obligated</b>	3 mo.	-



**D.C. HOUSING AUTHORITY**

# REHABILITATION PROJECTS

**TOTAL:**  
**\$18,400,000**

- High need projects that don't self-finance
- Brings high demand family-size units back online
- Additional phases of work needed to complete full rehabilitation

<b>Langston Terrace</b> phase 1 (Ward 5)	FY 2022	Status/Start Date	Duration	% Complete
Boiler plant stabilization incl. roof replacement and structural repair	<b>\$2,680,000</b>	2/1/2022	18 mo.	-
Lead abatement and interior demolition of 72 units	<b>\$4,000,000</b>	<b>Obligated</b>	9 mo.	-
Roof Replacement Phase 2	<b>\$2,000,000</b>	2/1/2022	8 mo.	-

<b>Highland Addition</b> (phase 1+2) (Ward 8)	FY 2022	Start Date	Duration	% Complete
Phase 1 rehabilitation of 27 units	<b>\$4,860,000</b>	4/1/2022	8 mo.	-
Phase 2 rehabilitation of 27 units	<b>\$4,860,000</b>	8/1/2022	8 mo.	-



**D.C. HOUSING AUTHORITY**

# STABILIZATION PROJECTS

**TOTAL:**  
**\$28,524,000**

- Occupied unit rehabilitation
- Brings future redevelopment projects into “good repair”
- Relies on FY21 make-ready work to provide relocation units

 = FY21 Make-Ready

Property	FY 2022	Status/Start Date	Duration	% Complete
<b>Benning Terrace:</b> (Ward 7) Stabilize 98 Townhomes	<b>\$ 9,161,000</b>	<b>Obligated</b>	10 mo.	-
<b>Stoddert Terrace:</b> (Ward 7) Stabilize 51 Townhomes	<b>\$ 2,550,000</b>	<b>Obligated</b>	10 mo.	-
<b>Woodland Terrace:</b> (Ward 8) 54 Make-Ready Units	<b>\$ 2,200,000</b>	<b>Obligated</b>	6 mo.	-
<b>Greenleaf 203N:</b> (Ward 6) Common Area Improvements	<b>\$ 950,000</b>	<b>Obligated</b>	8 mo.	-
<b>Woodland Terrace:</b> (Ward 8) Stabilize 108 townhomes	<b>\$ 8,440,000</b>	<b>Obligated</b>	8 mo.	-
<b>Potomac Gardens:</b> (Ward 6) Stabilize 29 Walk-Ups: Security Doors, Cameras, Site Lighting; & Common Area Imp.	<b>\$ 5,223,000</b>	12/1/2021	12 mo.	-



**D.C. HOUSING AUTHORITY**

# REPAIR & MODERNIZATION PROJECTS

**TOTAL:  
\$8,806,000**

- Limited scope/impact on residents
- Critical replacements and improvements to maintain “good state of repair”
- Generally completed in less than 12 months

Property	FY 2022	Status/Start Date	% complete
<b>Carroll Apartments:</b> (Ward 8) Generator Replacement	\$ 160,000	Obligated	-
<b>Claridge Towers:</b> (Ward 2) Roof Replacement	\$ 1,400,000	Obligated	-
<b>Fort Lincoln Apartments:</b> (Ward 5) Site Drainage and Grading	\$ 710,000	Obligated	-
<b>Greenleaf Gardens:</b> (Ward 6) 203N & Senior Generator Replacement	\$ 345,000	Obligated	-
<b>Harvard Towers:</b> (Ward 1) Replace HVAC Fan-Coil Units	\$ 579,000	1/1/2022	-
<b>Hopkins Apartments:</b> (Ward 6) Generator Replacement	\$ 160,000	Obligated	-
<b>James Apartments:</b> (Ward 2) Concrete Decking and Masonry Repairs	\$ 2,000,000	2/1/2022	-
<b>James Creek:</b> (Ward 6) Lead Walk and Step Replacement	\$ 600,000	12/1/2021	-
<b>Lincoln Road:</b> (Ward 5) Repairs to Existing Fire-Escape	\$ 100,000	Obligated	-
<b>Regency House:</b> (Ward 3) Replace HVAC Fan Coil	\$ 480,000	4/1/2022	-
<b>Richardson Dwellings:</b> (Ward 7) Lead Walk and Step Replacement	\$ 600,000	12/1/2021	-
<b>Sibley Senior:</b> (Ward 6) Replace HVAC Fan Coil	\$ 672,000	3/1/2022	-
<b>Syphax Gardens:</b> (Ward 6) Sanitary Line Replacement	\$ 1,000,000	Obligated	-



**D.C. HOUSING AUTHORITY**

**District of Columbia Housing Authority  
Capital Project Tracker**

Funding Code	Contract Number	Property	Scope of Work Description	Contractor	Request Amt to OCFO	Spent to Date	Actual Project	Project Completion Date	% Completion
DC50	DJ76-DC30.01	Regency House, Knox	Replace Security Card Reader	C&A	\$ 107,488.83	\$ -			
DC50	DJ76-DC23.01	Various Properties	Replace Auto Doors/Card Readers	C&A	\$ 412,157.07	\$ -			
DC50	DJ66-DC13.01	Greenleaf Gardens	Make Ready Units (25 units)	TMG	\$ 1,092,545.38	\$ 1,064,079.00	05/12/21		45%
DC50	DJ66-DC14.01	James Creek	Make Ready Units (5 units)	TMG	\$ 358,766.54	\$ 358,766.54	5/11/21		80%
DC50	DJ71-DC04.01	Syphax Gardens	Make Ready Units (16 units)	Vigil	\$ 842,444.16	\$ 751,636.87	6/14/21		30%
DC50	DJ68-DC06.01	Greenleaf Senior	Elevator Modernization	Micon	\$ 969,931.51	\$ -			
DC50	DJ71-DC14.01	Syphax Gardens	Lead Paint Abatement (175 Units)	Vigil	\$ 164,194.20	\$ -			
DC50	DJ76-DC27.01	Lincoln Heights	Replacement of electrical panels (151 units)	C&A	\$ 582,100.85	\$ -			
DC50	DJ74-DC06.01	Benning Terrace	Benning Terrace Sidewalk Repairs	Centennial	\$ 407,128.48	\$ 355,264.78			
DC50	DJ68-DC05.01	Potomac Gardens	Unit Repairs (12 units)	Micon	\$ 325,636.82	\$ 246,036.82	05/24/21		25%
DC50	DJ67-DC03.01	Stoddert / Ft. Dupont	Make Ready Units (13 units)	Padula	\$ 726,497.66	\$ 707,779.03	05/24/21		60%
DC50	DJ67-DC06.01	Harvard Towers	Unit Modernization (31 Units)	Padula	\$ 1,059,140.66	\$ 851,754.22			
DC50-22	DJ68-DC25.01	Benning Terrace	Stabilize 98 Townhomes	Micon	\$ 5,223,536.51	\$ -			
DC50	DJ68-DC16.01	Benning Terrace	Lead abatement - Benning Townhomes	Micon	\$ 3,261,750.57	\$ -			
DC50	DJ75-DC03.01	Hopkins Apartments	Unit Repairs (13 units)	Mo Construction	\$ 360,416.32	\$ 360,416.32	05/24/21		50%
DC50	DJ67-DC09.01	Benning Terrace	Lead Abatement - Benning Walk-ups	Padula	\$ 2,794,854.92	\$ -			
DC50	DJ66-DC18.01	Lincoln Heights	Replace Exterior Security Doors	TMG	\$ 427,927.57	\$ -			
DC50	DJ66-DC20.01	Lincoln Heights	Window replacements (52 townhomes)	TMG	\$ 1,402,543.44	\$ -			
DC50	DJ66-DC19.01	Lincoln Heights	Roof Replacement (XX Units)	TMG	\$ 1,667,621.71	\$ -			
DC50	DJ74-DC04.01	Benning Terrace	Make Ready Units (41 units)	Centennial	\$ 1,775,437.88	\$ 1,775,437.88	05/24/21		25%
DC50	DJ66-DC15.01	Lincoln Heights	Unit Modernization (83 units)	TMG	\$ 2,747,806.50	\$ 1,353,103.27			
DC50	DJ69-DC11.01	Langston Terrace	Make Ready Units (50 units)	Irrreno	\$ 1,594,232.84	\$ 950,740.49	06/07/21	4/1/2022	67%
DC50	DJ71-DC05.01	Garfield Terrace	Elevator Modernization	Vigil	\$ 929,531.48	\$ 17,188.00			
DC50	DJ71-DC06.01	Harvard Towers	Elevator Modernization	Vigil	\$ 965,631.75	\$ 18,395.37			
DC50	DJ71-DC16.01	Hopkins Apartments	Elevator Modernization	Vigil	\$ 888,077.82	\$ 15,440.35			
DC50	DJ71-DC12.01	Langston	Lead Paint Abatement (32 Unit)	Vigil	\$ 1,384,366.87	\$ 1,384,366.87	2/4/21	2/3/22	100.00%
RM4.2	DJ66-RM26.01	Claridge Towers	Roof Replacement	TMG	\$ 921,019.44	\$ -			
DC50	DJ68-DC23.01	Carroll Apts	Elevator Replacement	Micon	\$ 872,635.66	\$ -			
DC50	DJ71-DC19.01	Greenleaf Family	Painting of apartment units	Vigil	\$ 1,419,464.38	\$ -			
DC50	DJ74-DC07.01	Kelly Miller	Sitework & masonry improvements	Centennial	\$ 446,370.78	\$ -			
DC50	DJ78-DC36.01	Various Properties	Replace Rooftop Fans at Sibley Plaza,	Merton	\$ 763,402.75	\$ -			
DC50	DJ72-DC03.01	Kelly Miller / Ledroit	Make Ready Units (8 units)	Autumn	\$ 211,793.70	\$ 211,793.70	06/28/21		15%
DC50	DJ68-DC07.01	Potomac Gardens	Elevator Modernization	Micon	\$ 867,876.21	\$ -			
DC50	DJ73-DC01.01	Kentucky Courts	Unit Repairs (12 units)	Montage	\$ 305,737.94	\$ 305,737.94	06/17/21		10%
DC50	DJ75-DC06.01	Kelly Miller	Window and security door replacement	Mo Construction	\$ 1,064,797.99	\$ -			
DC50	DJ71-DC15.01	Ledroit Apartments	Elevator Modernization	Vigil	\$ 840,059.51	\$ -			
DC50	DJ67-DC12.01	Kelly Miller	Bathroom/kitchen ventilation upgrades and	Padula	\$ 666,450.03	\$ -			
DC50	DJ67-DC11.01	Kelly Miller	Roof replacement	Padula	\$ 1,000,796.09	\$ -			
DC50	DJ71-DC07.01	Richardson Dwellings	Unit Modernization (34 units)	Vigil	\$ 1,642,879.24	\$ -			
DC50	DJ71-DC10.01	Kentucky Courts	Lead Paint Abatement (118 Units)	Vigil	\$ 116,960.24	\$ -			
DC50	DJ71-DC20.01	Greenleaf Family	Roof replacement (townhomes)	Vigil	\$ 1,406,103.69	\$ -			
DC50	DJ76-DC28.01	Greenleaf Family	Replacement of electrical panels (130 Units)	C&A	\$ 608,862.59	\$ -			
DC50	DJ78-DC43.01	Lincoln Heights	Replace mechanical equipment and install	Merton	\$ 1,209,611.52	\$ -			
DC50	DJ78-DC42.01	Lincoln Heights	Replace Mechanical Equipment (151 units)	Merton	\$ 1,993,581.56	\$ -			
DC50	DJ78-DC44.01	Greenleaf Family	Installation of new fan coil and ducted	Merton	\$ 3,032,417.01	\$ -			
DC50	DJ78-DC37.01	Richardson Dwellings	Domestic Water Piping Replacement	Merton	\$ 570,743.30	\$ 75,502.00			
DC50	DJ71-DC18.01	Greenleaf Family	Replacement of bathroom and kitchen	Vigil	\$ 377,331.09	\$ -			
DC50	DJ71-DC17.01	Greenleaf Family	Roof and rooftop fan replacement (midrise)	Vigil	\$ 1,361,747.02	\$ -			
DC50	DJ70-DC11.01	Judiciary House	Unit Repairs (10 units)	Consys	\$ 387,457.26	\$ 387,457.26	05/3/21		90%
DC50	0028-C-2020(Cat B)	Woodland	Rehabilitation Feasibility Study	AMAR	\$ 163,863.50	\$ -			
DC50	0028-C-2020	Kelly Miller	Build First Feasibility Study	David Baker	\$ 133,764.00	\$ -			
DC50	0028-A-2020(Cat B)	Langston	Feasibility and Structural assessment report	Miner Feinstein	\$ 106,638.06	\$ -			
DC50	DJ73-DC02.01	Fort Lincoln	Elevator Modernization	Montage	\$ 739,320.84	\$ -			

Funding Code	Contract Number	Property	Scope of Work Description	Contractor	Request Amt to OCFO	Spent to Date	Actual Project	Project Completion Date	% Completion
DC50	0028-B-2020	Stoddert / Ft. Dupont	Build-First Feasibility Study and Financial	Studio 27	\$ 135,210.00	\$ -			
DC50-22	DJ69-DC12.01	Potomac Gardens	Stabilize 25 vacant walk-ups	Irreno	\$ 1,305,224.25	\$ -			
DC50-22	DJ67-DC15.01	Stoddert Terrace	Stabilize 51 units	Padula	\$ 2,499,077.99	\$ -			
RM4.2	DJ74-RM11.01	James Creek	Lead walk and step replacement	Centennial	\$ 422,231.87	\$ -			
RM4.2	DJ75-RM07.01	Richardson Dwellings	Lead walk and step replacement	Mo Construction	\$ 618,408.91	\$ -			

Funding Year	Funding Code	Projects	Funding Available	Total Obligated	Total Spent
FY22	RM12.45	3	\$ 12,448,600	\$ 1,961,660.22	\$ -
FY22	DC50-22	3	\$ 50,000,000	\$ 1,612,191.28	\$ -
FY21	RM8.25	Rolled Over to FY22	\$ 8,250,211	\$ -	\$ -
FY21	DC50-21	52	\$ 50,000,000	\$ 49,694,107.79	\$ 11,190,896.71

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Open	DCHA	Competitive	Alliance Business Solutions	Sign Language Interpreter Services	8/3/2020	8/3/2025	1 Option~ 08/03/2024	ADA	\$ 144,000.00	\$ 600.00	MTW
Open	DCHA	Competitive	Andean Consulting Solutions International, LLC. (ACSI LLC)	Language Translation and Interpreter Services	9/16/2020	9/16/2025	1 Option~ 09/16/2024	ADA	\$ 144,000.00	\$ 11,416.96	MTW
Closed	DCHA	Competitive	CIH Properties, Inc.	Property Management Services~ Claridge House, Horizon Towers, Regency House, Sibley Family & Plaza	2/9/2016	2/28/2020	N/A	Asset Mgt.	\$ 2,934,306.00	\$ 4,743,508.50	MTW
Open	DCHA	Sole Source~ Available From One Source	Muscatello's	Uniforms and Personal Protection Equipment (PPE) Fulfillment Services	12/3/2020	12/3/2022	N/A	Auth-Wide	\$ 245,000.00	\$ 140,417.60	MTW
Closed	DCHA	Competitive	Elite Development	Carpet Installation for HCVP	8/3/2020	8/17/2020	N/A	HCVP	\$ 21,800.00	\$ 99,280.01	MTW
Closed	DCHA	Competitive	Novogradac & Company LLC	Market Analysis & Sub-Market Rent Study	1/28/2020	3/28/2021	N/A	HCVP	\$ 65,000.00	\$ -	
Closed	DCHA	Competitive	TALX Corporation	Employment and Income Verification Services	7/11/2017	7/11/2019	3 Options~ 7/11/2019; 7/11/2020; 7/11/2021	HCVP	\$ 198,000.00	\$ 215,692.54	MTW
Open	DCHA	Sole Source~ Emergency Health	emocha Mobile Health	emocha Health Return to Work	7/7/2020	12/31/2021	N/A	HR	\$ 142,653.00	\$ 125,455.50	MTW, COCC
Closed	DCHA	Competitive	Human Capital Initiative, LLC	DCHA Workforce Assessment	2/7/2020	3/31/2021	N/A	HR	\$ 247,903.00	\$ 246,905.35	COCC
Closed	DCHA	Sole Source~ Emergency Health	Woebot Labs, Inc.	Woebot	9/1/2020	8/31/2021	N/A	HR	\$ 61,500.00	\$ -	
Closed	DCHA	Competitive	CDW Government LLC	Business Intelligence Analytical Management Software	1/30/2018	1/30/2021	2 Options~ 1/30/2021 1/30/2022	ITD	\$ 26,729.43	\$ 150,407.98	MTW
Closed	DCHA	Competitive	Insight	Camera Monitoring Equipment and Technology	11/9/2020	11/20/2020	N/A	ITD	\$ 132,153.97	\$ 157,700.99	MTW; COCC
Open	DCHA	Competitive	Kronos Inc.	ECl, Payroll Services & HRIS	8/19/2014	8/18/2024	2 Options~ 8/19/2016 8/19/2017 8/19/2018 * See Notes	ITD	\$ 1,613,662.59	\$ 89,144.89	MTW; COCC
Open	DCHA	Competitive	Yardi Systems Inc.	Enterprise Resource Planning Application Software	10/31/2018	10/31/2028	1 Option~ 10/31/2023	ITD	\$ 4,363,000.00	\$ 2,017,325.75	MTW; COCC
Closed	DCHA	Competitive	Citrin Cooperman	External Assurance Audit Services	5/12/2020	12/31/2020	N/A	OAC	\$ 130,000.00	\$ 23,893.00	MTW
Open	DCHA	Competitive	CliftonLarsonAllen, LLP	External Audit Services	8/25/2017	8/25/2022	2 Options~ 8/25/2020; 8/25/2021	OAC	\$ 1,147,515.00	\$ 419,106.50	CAPITAL; DEVELOPMENT; MTW; COCC
Open	DCHA	Competitive	Gilson Software Solutions	Call Center After-Hours Solicitation	6/22/2021	6/22/2023	N/A	OCE	\$ 180,000.00	\$ -	
Open	DCHA	Competitive	A&E Collective	Professional Architectural and Engineering Services Category B	7/14/2021	7/14/2024	N/A	OCP	\$ 900,000.00	\$ 232,842.60	DEVELOPMENT; CAPITAL

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Closed	DCHA	Competitive	Adaoha Properties	Development Project Management & Financial Consulting Services	4/18/2018	4/18/2021	3 Options~ Years~ 4/18/2020; 4/18/2021; 4/18/2022	OCP	\$ 240,000.00	\$ 5,782.00	DEVELOPMENT
Open	DCHA	Competitive	Adrian L. Merton DJ78-0014-A-2019	JOC Mechanical \$25M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 25,000,000.00	\$ 12,707,562.81	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	<b>AE Collective</b>	Professional Architecture and Engineering Services	2/1/2021	2/1/2022	N/A	OCP	\$ 140,000.00	\$ -	
Open	DCHA	Competitive	Alvarez & Marsal Disputes and Investigations, LLC	Project Development and Financial Management Services	7/8/2020	7/8/2022	N/A	OCP	\$ 140,000.00	\$ -	
Open	DCHA	Competitive	Alvarez & Marsal Disputes and Investigations, LLC	Development Advisory Consulting Services	4/22/2021	4/22/2024	N/A	OCP	\$ 200,000.00	\$ -	
Open	DCHA	Competitive	Amar Group LLC	Owner's Representative/ Construction Management Services	5/13/2021	5/13/2026	N/A	OCP	\$ 240,000.00	<b>REFER TO ROW 152</b>	
Open	DCHA	Competitive	Amar Group, LLC	Professional Architectural and Engineering Services Category B	7/26/2021	7/26/2024	N/A	OCP	\$ 900,000.00	\$ 647,232.42	DEVELOPMENT; CAPITAL
Open	DCHA	Competitive	Autumn General Contracting, LLC DJ72-0009-A-2019	JOC General Construction \$25M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 25,000,000.00	\$ 112,206.72	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	BAE Urban Economics	Development Project Management & Financial Consulting Services	4/11/2018	4/11/2021	3 Options~ Years~ 4/4/2020; 4/4/2021; 4/4/2022	OCP	\$ 240,000.00	\$ 14,132.50	DEVELOPMENT
Open	DCHA	Competitive	Baker Tilly Virchow Krause, LLP	Development Advisory Consulting Services	6/1/2021	6/1/2024	N/A	OCP	\$ 200,000.00	\$ -	
Open	DCHA	Competitive	Brasher Design	Professional Architectural and Engineering Services Category B	7/29/2021	7/29/2024	N/A	OCP	\$ 900,000.00	\$ 44,064.02	DEVELOPMENT; CAPITAL
Closed	DCHA	Competitive	Bureau Veritas Technical Assessments, LLC	Physical Needs Assessment	7/21/2020	7/21/2021	N/A	OCP	\$ 257,206.00	\$ 251,135.86	CAPITAL, MTW
Open	DCHA	Competitive	C&A Electrical DJ76-0012-2019	JOC Electrical \$25M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 25,000,000.00	\$ 5,271,829.55	CAPITAL; DEVELOPMENT; MTW
Open	POLP	Competitive	CARPREIT Residential Management	Property Management @ Parkway Overlook	2/7/2018	12/1/2020	4 Options~ 2/7/2019; 2/7/2020; 2/7/2021; 2/7/2022	OCP		\$ -	

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Open	DCHA	Competitive	CAY Group International, Inc.	Owner's Representative/ Construction Management Services	4/19/2021	4/19/2026	N/A	OCP	\$ 240,000.00	\$ -	
Closed	DCHA	Competitive	Censere Consulting, LLC	RAD Financial and Development Consultant	9/12/2019	9/12/2021	N/A	OCP	\$ 150,000.00	\$ -	
Open	DCHA	Competitive	Centennial Contractors, Inc. DJ74-0010-A-2019	JOC General Construction \$15M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 15,000,000.00	\$ 1,147,618.94	CAPITAL; DEVELOPMENT; MTW
Open	DCHE	Competitive	Cohn Reznick LLP	NMTC Financial Audit and Compliance Services	7/23/2019	7/23/2024	3 Options~ 07/23/2021 ; 07/23/2022 ; 07/23/2023	OCP	\$ 299,000.00	\$ -	
Open	DCHA	Competitive	Consys Inc. DJ70-0008-A-2019	JOC General Construction \$35M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 35,000,000.00	\$ 3,663,321.35	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Craddock Local Solutions	Project Development and Financial Management Services	7/1/2020	7/1/2022	N/A	OCP	\$ 140,000.00	\$ 140,000.00	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Craddock Local Solutions	Development Advisory Consulting Services	6/17/2021	6/17/2024	N/A	OCP	\$ 200,000.00	\$ 140,000.00	DEVELOPMENT; CAPITAL
Open	DCHA	Competitive	CVR Associates, Inc.	RAD Financial and Development Consultant	11/6/2019	11/6/2022	N/A	OCP	\$ 150,000.00	\$ 98,265.25	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	David Baker Architects	Professional Architectural and Engineering Services Category A	7/28/2021	7/28/2024	N/A	OCP	\$ 3,750,000.00	\$ -	
Open	DCHA	Competitive	District Relocators, LLC	Moving Services for All DCHA Properties	11/1/2017	11/1/2022	3 Options~ 11/1/2019; 11/1/2020; 11/1/2021	OCP	\$ 240,000.00	\$ 64,562.75	MTW
Open	DCHA	Competitive	DR Brasher Inc.	Professional Architecture and Engineering Services	2/5/2021	2/5/2022	N/A	OCP	\$ 140,000.00	\$ -	
Open	DCHA	Competitive	EDG Architects, LLC	Professional Architecture and Engineering Services	2/4/2021	2/4/2022	N/A	OCP	\$ 140,000.00	\$ 32,035.00	DEVELOPMENT; CAPITAL
Open	DCHA	Competitive	EOP Education, LLC	Opportunity Zone Advisor Services	2/19/2020	2/19/2022	N/A	OCP	\$ 148,000.00	\$ 137,920.00	CAPITAL; DEVELOPMENT; MTW
Awarding	DCHA	Competitive	EYA Development, LLC and Bozzuto Development Company	Greenleaf Housing Community Co-Developer	6/28/2021			OCP		\$ -	
Closed	DCHA	Competitive	Feasibility Research Group	Appraisal Services	1/24/2019	1/24/2022	1 Option~ 1/24/2021	OCP	\$ 150,000.00	\$ -	
Open	DCHA	Competitive	Furbish	Maintenance for Rooftop Living at Regency House	1/4/2017	1/4/2022	N/A	OCP	\$ 27,081.60	\$ 5,542.62	MTW
Open	DCHA	Competitive	HR&A Advisors, Inc.	Development Advisory Consulting Services	7/1/2021	7/1/2024	N/A	OCP	\$ 200,000.00	\$ 450,331.48	DEVELOPMENT; CAPITAL

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Open	DCHA	Competitive	HR&A Associates	Project Development and Financial Management Services	7/1/2020	7/1/2022	N/A	OCP	\$ 140,000.00	\$ -	
Open	DCHA	Competitive	Irreno Construction Co., Inc. DJ69-0008-2019	JOC General Construction \$35M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 25,000,000.00	\$ 579,459.94	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	KGD Architecture	Professional Architectural and Engineering Services Category A	11/5/2021	11/5/2024	N/A	OCP	\$ 3,750,000.00	\$ -	
Open	DCHA	Competitive	Longobardi	Owner's Representative/ Construction Management Services	5/13/2021	5/13/2026	N/A	OCP	\$ 240,000.00	\$ -	
Open	DCHA	Competitive	Louislee Companies	Moving Services for All DCHA Properties	11/1/2017	11/1/2022	3 Options~ 11/1/2019; 11/1/2020; 11/1/2021	OCP	\$ 240,000.00	\$ 22,882.47	MTW
Open	DCHA	Competitive	MB Trucking & Moving	Moving Services for All DCHA Properties	11/7/2017	11/7/2022	3 Options~ 11/7/2019; 11/7/2020; 11/7/2021	OCP	\$ 240,000.00	\$ 99,884.15	MTW
Open	DCHA	Competitive	McKissack & McKissack	Professional Architecture and Engineering Services	2/1/2021	2/1/2022	N/A	OCP	\$ 140,000.00	REFER TO ROW 157	
Open	DCHA	Competitive	McKissack & McKissack	Owner's Representative/ Construction Management Services	5/27/2021	5/27/2026	N/A	OCP	\$ 240,000.00	\$ 98,959.36	DEVELOPMENT; CAPITAL
Closed	DCHA	Competitive	McKissack & McKissack of Washington, Inc.	Professional Architectural Engineering Services	8/11/2020	12/31/2020	N/A	OCP	\$ 108,000.00	\$ 98,959.36	CAPITAL; DEVELOPMENT; MTW
Closed	DCHE	Competitive	Menkiti Group	Real Estate Brokerage Services	3/9/2018	3/9/2021	1 Option~ 3/9/2020	OCP	\$ 99,000.00	\$ -	
Open	DCHA	Competitive	Micon Construction DJ68-0007-A-2019	JOC General Construction \$50M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 50,000,000.00	\$ 6,996,628.62	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Miner Feinstein Architects, LLC	Professional Architectural and Engineering Services Category B	7/22/2021	7/22/2024	N/A	OCP	\$ 900,000.00	\$ -	
Open	DCHA	Competitive	Mo Construction DJ75-0011-2019	JOC General Construction \$5M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 5,000,000.00	\$ 403,132.04	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Montage DJ73-0010-2019	JOC General Construction \$15M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 15,000,000.00	\$ 2,521,676.76	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	Morris E. James Assoc.	Appraisal Services	2/12/2019	2/12/2022	1 Option~ 02/12/2021	OCP	\$ 150,000.00	\$ 19,750.00	DEVELOPMENT, CAPITAL

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Closed	DCHA	Competitive	Moya Design Partners	Capper Master Planner	2/4/2019	2/4/2021	1 Option~ 2/4/2020;	OCP	\$ 350,000.00	\$ 126,461.99	DEVELOPMENT, CAPITAL
Open	DCHA	Competitive	Moya Design Partners, LLC	Professional Architectural and Engineering Services Category A	8/6/2021	8/6/2024	N/A	OCP	\$ 3,750,000.00	\$ 126,461.99	DEVELOPMENT; CAPITAL
Open	DCHA	Competitive	National Affordable Housing Trust	Development Advisory Consulting Services	7/13/2021	7/13/2024	N/A	OCP	\$ 200,000.00	\$ -	
Open	DCHA	Competitive	Neil Donnelly Studio LLC	Affordable Housing Family Friendly A/E Design Guidelines	7/12/2021	7/12/2022	N/A	OCP	\$ 140,000.00	\$ -	
Closed	DCHE	Competitive	Networth Properties	Real Estate Brokerage Services	3/1/2018	7/1/2021	1 Option~ 3/1/2020	OCP	\$ 99,000.00	\$ -	
Open	DCHA	Competitive	Olympia Moving & Storage	Moving Services for All DCHA Properties	10/31/2017	10/31/2022	3 Options~ 10/31/2019 ; 10/31/2020 ; 10/31/2021	OCP	\$ 240,000.00	\$ 47,431.59	MTW
Open	DCHA	Competitive	Padula Construction Company DJ67-0007-B-2019	JOC General Construction \$50M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 50,000,000.00	\$ 4,974,947.52	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	Palace Designs	Permit Expeditor	10/16/2017	10/16/2018	2 Options~ 10/16/2018 ; 10/16/2019	OCP	\$ 90,350.00	\$ -	
Open	DCHA	Competitive	R. McGhee & Associates	Professional Architecture and Engineering Services	2/1/2021	2/1/2022	N/A	OCP	\$ 140,000.00	\$ 233,886.46	DEVELOPMENT; CAPITAL
Closed	DCHE	Competitive	ReMax Properties	Real Estate Brokerage Services	3/9/2018	7/9/2021	1 Option~ 3/09/2020	OCP	\$ 99,000.00	\$ -	
Closed	DCHE	Competitive	Renaissance Equity Partners, LLC	NMTC Asset Management & Loan Servicing	4/11/2019	10/11/2021	N/A	OCP	\$ 271,000.00	\$ 142,462.75	DEVELOPMENT, CAPITAL
Open	DCHE	Competitive	Renaissance Equity Partners, LLC	Opportunity Zone Business Plan	7/16/2019	7/16/2022	N/A	OCP	\$ 140,000.00	\$ -	
Open	DCHE	Competitive	Renaissance Equity Partners, LLC	New Market Tax Credit Application, Administration and Support Services	12/1/2020	12/1/2022	N/A	OCP	\$ 140,000.00	REFER TO ROW 58	
Open	DCHE	Competitive	Renaissance Equity Partners, LLC	NMTC Program Underwriting	4/19/2019	4/19/2022	1 Option~ 4/19/2021	OCP	\$ 150,000.00	REFER TO ROW 58	
Open	DCHA	Competitive	Rita Ferrall	RAD Financial and Development Consultant	11/21/2019	11/21/2022	N/A	OCP	\$ 150,000.00	\$ -	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	RSC Electrical & Mechanical DJ77-0014-2019	JOC Mechanical \$25M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 25,000,000.00	\$ 4,533,739.01	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Savills	HQ Commercial Real Estate Brokerage Services	9/1/2021	9/1/2023	N/A	OCP		\$ -	
Closed	DCHE	Competitive	Squire Patton Boggs (US) LLP	NMTC Legal Services	1/17/2018	9/30/2021	N/A	OCP	\$ 200,000.00	\$ 120,525.00	MTW; CAPITAL, DEV

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Closed	DCHA	Competitive	Stantec Architecture, Inc.	DCHA HQ Programming Study	2/3/2021	8/3/2021	N/A	OCP	\$ 125,600.00	\$ -	
Open	DCHA	Competitive	Studio 27 Architecture	Professional Architecture and Engineering Services	2/4/2021	2/4/2022	N/A	OCP	\$ 140,000.00	REFER TO ROW 145	
Open	DCHA	Competitive	Studio 27 Architecture	Professional Architectural and Engineering Services Category A	7/27/2021	7/27/2024	N/A	OCP	\$ 3,750,000.00	\$ 200,112.25	DEVELOPMENT; CAPITAL
Open	DCHA	Competitive	Studios Architecture DCPC	Professional Architectural and Engineering Services Category A	8/6/2021	8/6/2024	N/A	OCP	\$ 3,750,000.00	\$ -	
Closed	POLP	Competitive	TAG Associates, Inc.	Project and Financial Management Services	8/21/2018	8/21/2020	1 Option~ 8/21/2019	OCP	\$ 100,000.00	\$ 146,762.96	DEVELOPMENT, CAPITAL
Closed	HRLP	Competitive	TAG Associates, Inc.	Real Estate Development & Financial Consulting Services	5/9/2018	5/9/2021	1 Option~ 5/9/2019	OCP	\$ 150,000.00	\$ -	
Closed	DCHA	Competitive	TAG Associates, Inc.	RAD Financial and Development Consultant	9/12/2019	9/12/2021	N/A	OCP	\$ 150,000.00	REFER TO ROW 35	
Open	POLP	Competitive	TAG Associates, Inc.	Development Financial Consulting Services & Asset Management	3/18/2021	3/18/2023	N/A	OCP	\$ 140,000.00	REFER TO ROW 35	
Open	DCHA	Competitive	TAG Associates, Inc.	Project Development and Financial Management Services	6/30/2020	6/30/2022	N/A	OCP	\$ 140,000.00	REFER TO ROW 35	
Open	DCHA	Competitive	TAG Associates, Inc.	Development Advisory Consulting Services	5/12/2021	5/12/2024	N/A	OCP	\$ 200,000.00	REFER TO ROW 35	
Open	DCHA	Competitive	Teass/Warren Architects	Professional Architectural and Engineering Services Category B	10/22/2021	10/22/2024	N/A	OCP	\$ 900,000.00	\$ -	
Open	DCHA	Competitive	The Gordian Group	Job Order Contracting (JOC) Consulting Services	5/2/2018	5/2/2023	4 Options~ 5/2/2019 5/2/2020 5/2/2021 5/2/2022	OCP	2.05% DCHA licensing fee of each Job Order, with up to a maximum DCHA licensing fee charged of Fifty Thousand Dollars (\$50,000.00)	\$ 206,426.97	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	TJ Realty, LLC	RAD Financial and Development Consultant	9/12/2019	9/12/2021	N/A	OCP	\$ 150,000.00	\$ 46,500.00	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	TJ Realty, LLC	Development Project Management & Financial Consulting Services	4/13/2018	4/13/2021	3 Options~ 4/13/2020; 4/13/2021; 4/13/2022	OCP	\$ 240,000.00	\$ 46,500.00	DEVELOPMENT
Open	DCHA	Competitive	TMG DJ66-0007-2019	JOC General Construction \$50M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 50,000,000.00	\$ 8,554,338.94	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Torti Gallas Urban Inc.	Professional Architecture and Engineering Services	2/5/2021	2/5/2022	N/A	OCP	\$ 140,000.00	REFER TO ROW 144	

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Open	DCHA	Competitive	Torti Gallas Urban, Inc.	Professional Architectural and Engineering Services Category A	8/3/2021	8/3/2024	N/A	OCP	\$ 3,750,000.00	\$ 86,349.58	DEVELOPMENT; CAPITAL
Open	DCHE	Competitive	U Street Parking	Management Services for Capper Parking Lots	5/22/2020	5/22/2025	N/A	OCP	\$ 3,776,007.03	\$ 1,073,128.43	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	Urban Development Ventures, LLC	Development Project Management & Financial Consulting Services	4/4/2018	4/4/2021	3 Options~ 4/4/2020; 4/4/2021; 4/4/2022	OCP	\$ 50,000.00	\$ 21,625.00	DEVELOPMENT
Closed	DCHA	Competitive	Urban Development Ventures, LLC	Appraisal Services	1/24/2019	1/24/2022	1 Option~ 1/24/2021	OCP	\$ 150,000.00	\$ 21,625.00	DEVELOPMENT, CAPITAL
Closed	DCHE	Competitive	Venable, LLP	NMTC Legal Services	1/17/2018	9/30/2021	N/A	OCP	\$ 200,000.00	\$ 11,251.50	DCHE
Open	DCHA	Competitive	Vigil Contracting Inc. DJ71-0009-2019	JOC General Construction \$25M	8/29/2019	8/29/2024	4 Options~ 8/29/2020; 8/29/2021; 8/29/2022; 8/29/2023	OCP	\$ 25,000,000.00	\$ 4,960,126.03	CAPITAL; DEVELOPMENT; MTW
Open	DCHA	Competitive	Gans Gans & Associates	DCHA Executive Recruiter Services	7/8/2021	7/8/2023	N/A	OED	\$ 240,000.00	\$ 84,205.00	COCC
Closed	DCHA	Competitive	McKinsey & Company	Consulting Services for Strategic Planning	11/9/2018	11/9/2020	1 Option~ 11/9/2019	OED	\$ 948,600.00	\$ 831,280.00	MTW; COCC
Closed	DCHA	Competitive	Arnolda Beaujuin	Administrative Hearing Officers	12/18/2019	12/18/2022	N/A	OFH	\$ 35,625.00	\$ 8,820.00	MTW
Open	DCHA	Competitive	Law Office CM Webb/ Caren Webb	Administrative Hearing Officers	10/11/2018	4/11/2022	N/A	OFH	\$ 30,000.00	\$ 15,945.00	MTW
Open	DCHA	Competitive	Marsha Epps Edwards	Administrative Hearing Officers	10/11/2018	4/11/2022	N/A	OFH	\$ 30,000.00	\$ 8,530.38	MTW
Open	DCHA	Competitive	Matlock & Matlock	Administrative Hearing Officers	12/27/2019	12/27/2022	N/A	OFH	\$ 35,625.00	\$ -	
Open	DCHA	Competitive	Natalie L. Johnson, Esq.	Administrative Hearing Officers	12/27/2019	12/27/2022	N/A	OFH	\$ 35,625.00	\$ -	
Open	DCHA	Competitive	South River Partners LLC, Mareco U Edwards	Administrative Hearing Officers	10/11/2018	4/11/2022	N/A	OFH	\$ 30,000.00	\$ 16,329.50	MTW
Open	DCHA	Competitive	Wanda I. Resto, Esq.	Administrative Hearing Officers	12/27/2019	12/27/2022	N/A	OFH	\$ 35,625.00	\$ 2,033.50	MTW
Closed	DCHA	Competitive	Wyndell Banks	Administrative Hearing Officers	11/1/2018	8/3/2020	N/A	OFH	\$ 30,000.00	\$ 9,686.25	MTW
Closed	DCHA	Sole Source~ Available From One Source	Blosky & Associates	Accounting Technical Assistance	2/12/2020	3/31/2021	1 Option~ 02/12/2021	OFM	\$ 189,000.00	\$ 141,557.72	COCC
Closed	DCHA	Competitive	A-1 Title Services	Title Services	1/19/2017	1/19/2022	3 Options~ 1/19/2019; 1/19/2020; 1/19/2021	OGC	\$ 200,000.00	\$ -	
Closed	DCHA	Competitive	Answer Title & Escrow	Title Services	1/19/2017	1/19/2022	3 Options~ 1/19/2019; 1/19/2020; 1/19/2021	OGC	\$ 200,000.00	\$ -	
Closed	DCHA	Competitive	Answer Title & Escrow	Title Services	1/19/2017	1/19/2022	3 Options~ 1/19/2019; 1/19/2020; 1/19/2021	OGC	\$ 200,000.00	\$ -	

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Closed	DCHA	Competitive	Ballard Spahr, LLP	General Legal Services	4/1/2019	9/30/2021	N/A	OGC	\$ 1,500,000.00	\$ 67,685.70	MTW; COCC
Closed	DCHA	Competitive	Beveridge & Diamond	Specialized Legal Services	12/3/2019	9/30/2021	N/A	OGC	\$ 165,000.00	\$ 67,287.64	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	Butler Snow	General Legal Services	4/1/2019	9/30/2021	N/A	OGC	\$ 300,000.00	\$ -	
Closed	DCHA	Competitive	Douglas & Boykin, PLLC	Specialized Legal Services	10/9/2019	9/30/2021	N/A	OGC	\$ 165,000.00	\$ 180,332.00	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	Hawkins Delafield & Wood, LLP	General Legal Services	4/1/2019	9/30/2021	N/A	OGC	\$ 500,000.00	\$ -	
Closed	DCHA	Competitive	K&L Gates LLC	General Legal Services	5/13/2019	9/30/2021	N/A	OGC	\$ 660,000.00	\$ 528,603.44	MTW; COCC
Closed	DCHA	Sole Source~ Public Exigency	Littler	Specialized Legal Services- General Counsel for Litigation	5/26/2020	9/30/2021	N/A	OGC	\$ 253,000.00	\$ -	
Closed	DCHA	Competitive	Reno & Cavanaugh, PLLC	General Legal Services	4/1/2019	9/30/2021	N/A	OGC	\$ 1,700,000.00	\$ 250,289.32	MTW; COCC
Closed	DCHA	Competitive	Saul Ewing & Arnstein Leht	General Legal Services	4/1/2019	9/30/2021	N/A	OGC	\$ 700,000.00	\$ 71,580.56	MTW; COCC
Closed	DCHA	Competitive	Saul Ewing Arnstein and Lehr	Specialized Legal Services~ Counsel for Complaint of Violations of The Drug, Firearm or Prostitution related Nuisance Abatement Act	6/26/2020	6/24/2021	N/A	OGC	\$ 150,000.00	\$ 71,580.56	MTW; COCC; DEVELOPMENT
Open	DCHA	Competitive	Thomson Reuters Westlaw	Online Legal Research	5/27/2020	5/27/2023	N/A	OGC	\$ 38,117.56	\$ 12,091.20	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	Venable, LLP	General Legal Services	4/1/2019	9/30/2021	N/A	OGC	\$ 1,500,000.00	\$ 548,847.79	MTW; COCC
Open	DCHA	Competitive	KGL Communications and K&K Group	Public Relations Services	9/16/2021	9/16/2022	N/A	OPAC	\$ 124,000.00	\$ -	
Open	DCHA	Competitive	ADT Security Services	Security System at the Southwest Enhancement Center	10/19/2016	10/19/2026	2 Options~ 10/19/2019 10/19/2020	ORS	\$ 17,907.67	\$ -	
Closed	DCHA	Competitive	Credit Builders Alliance	Credit Building Technical Assistance Provider	3/6/2020	10/6/2021	N/A	ORS	\$ 8,505.00	\$ 8,473.70	MTW
Closed	DCHA	Competitive	Resident Participation Services, PLLC	Independent Third Party Monitor 2020 Resident Counsel Elections	6/22/2020	9/30/2021	N/A	ORS	\$ 108,580.00	\$ 54,015.61	MTW
Open	DCHA	Sole Source~ Available From One Source	The Urban Institute	Data Analysis and Technical Assistance for Human Capital Plan for DCHA Transformation Plan Contract- Urban Institute	3/25/2020	12/31/2021	N/A	ORS	\$ 189,000.00	\$ 102,400.99	MTW; COCC
Open	DCHA	Competitive	Ace Fire Extinguisher Service, Inc.	Fire Extinguishers	10/5/2020	10/5/2023	N/A	PMO	\$ 126,000.00	\$ 51,231.50	MTW
Open	DCHA	Competitive	American Environmental, LLC	Steam Clean Trash Chutes	5/21/2020	5/21/2022	N/A	PMO	\$ 16,864.00	\$ 9,274.00	MTW
Closed	DCHA	Competitive	Arc Environmental Inc.	Lead Based Inspection and Risk Assessment Services	5/11/2018	5/11/2021	N/A	PMO	\$ 730,000.00	\$ 204,327.00	MTW
Open	DCHA	Competitive	Bayline Lift Technologies, Inc.	Third Party Elevator Inspections @ Various DCHA Properties	2/12/2020	2/12/2022	N/A	PMO	\$ 55,000.00	\$ 13,993.00	MTW

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Open	DCHA	Competitive	Central Safe & Locksmith	Locks & Lock Supplies	4/14/2021	4/14/2023	N/A	PMO	\$ 70,000.00	\$ 40,958.00	MTW
Open	DCHA	Competitive	Chutes International	Trash Compactors Maintenance & Repairs @ Various DCHA Properties	2/18/2020	2/18/2022	N/A	PMO	\$ 35,000.00	\$ 12,892.80	MTW
Closed	DCHA	Competitive	CIH Properties, Inc.	Property Management Services~ Sibley Family & Plaza, Sursum Corda and Lincoln Road	4/1/2020	4/1/2021	N/A	PMO	\$ 104,076.00	<b>REFER TO ROW 3</b>	
Closed	DCHA	Competitive	Cintas	Uniform Services	2/3/2020	7/31/2020	N/A	PMO	\$ 240,000.00	\$ 389,022.55	MTW
Open	DCHA	Competitive	Cintas	Uniform Rental and Personal Protection Equipment (PPE) Fulfillment Services	1/26/2021	1/26/2023	N/A	PMO	\$ 751,308.00	<b>REFER TO ROW 121</b>	
Open	DCHA	Competitive	Collins Elevator Service	Elevator Preventive Maintenance and Repairs @ Various DCHA Properties	1/18/2018	2/28/2022	N/A	PMO	\$ 1,651,216.00	\$ 666,189.60	MTW
Open	DCHA	Competitive	Complete Door Services, Inc.	Automatic Doors Maintenance & Repairs @ Various DCHA Properties	2/12/2020	2/12/2022	N/A	PMO	\$ 85,000.00	\$ 77,480.01	MTW
Closed	DCHA	Competitive	Connor	Lead Based Inspection and Risk Assessment Services	5/4/2018	5/4/2021	N/A	PMO	\$ 750,000.00	\$ 20,514.75	MTW
Open	DCHA	Competitive	District Relocators, LLC	Moving Services	10/14/2021	10/14/2024	N/A	PMO	\$ 75,000.00	<b>REFER TO ROW 17</b>	
Open	DCHA	Competitive	Goel Services	Abatement/ Lead RRP Services	11/2/2020	11/2/2023	N/A	PMO	\$ 570,000.00	\$ -	
Closed	DCHA	Competitive	H.E.P. Construction	Vacant Unit Make Ready Services	9/4/2019	9/4/2021	N/A	PMO	\$ 556,014.35	\$ 369,977.35	MTW
Open	DCHA	Competitive	HD Supply Maintenance	Appliances	2/14/2020	2/14/2022	N/A	PMO	\$1,400,000.00	<b>REFER TO ROW 33</b>	
Open	DCHA	Competitive	HD Supply Maintenance	Repair, Operating Supplies, Industrial Supplies and Related Products and Services (U.S. Communities)	5/18/2018	5/18/2023	2 Options~ 5/18/2021 5/18/2022	PMO	\$ 5,100,000.00	\$ 2,166,694.80	MTW
Closed	DCHA	Competitive	J.L. Terrell Construction, LLC	Vacant Unit Make Ready Services	8/14/2019	8/14/2021	N/A	PMO	\$ 253,321.27	\$ -	
Open	DCHA	Competitive	JJPS, Inc.	Abatement/ Lead RRP Services	11/2/2020	11/2/2023	N/A	PMO	\$ 570,000.00	\$ 20,508.00	MTW
Closed	DCHA	Competitive	JLT Trucking	Trash Collection and Disposal Services	9/1/2020	8/20/2024	N/A	PMO	\$ 4,410,610.00	\$ -	
Closed	DCHA	Emergency~ Health	JLT Trucking	Emergency Trash Collection and Disposal Services	6/1/2020	9/1/2020	N/A	PMO	\$ 231,722.06	\$ -	
Closed	DCHA	Emergency~ Health	JLT Trucking	Emergency Trash Collection and Disposal Services	11/13/2020	2/13/2021	N/A	PMO	\$ 231,722.06	\$ -	
Closed	DCHA	Emergency~ Health	JLT Trucking	Emergency Trash Collection and Disposal Services	2/12/2021	5/13/2021	N/A	PMO	\$ 231,722.06	\$ -	
Closed	DCHA	Emergency~ Health	JLT Trucking	Emergency Trash Collection and Disposal Services	5/13/2021	8/13/2021	N/A	PMO	\$ 231,722.06	\$ -	
Closed	DCHA	Emergency~ Health	JLT Trucking	Emergency Trash Collection and Disposal Services	2/5/2020	5/5/2020	N/A	PMO	\$ 234,963.00	\$ -	

District of Columbia Housing Authority  
Office of Administrative Services  
Contracts Registry~ Contracts Awarded and Modified FY20- FY21

Status	DCHA Subsidiary /Affiliate	Type	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Open	DCHA	Competitive	John Xanthos, Inc.	Fire Alarm and Security Systems Preventive Maintenance and Repairs @Various DCHA Properties	12/21/2017	2/28/2022	N/A	PMO	\$ 3,022,277.00	\$ 2,654,812.07	MTW
Open	DCHA	Competitive	Keyway	Locks & Lock Supplies	4/9/2021	4/9/2023	N/A	PMO	\$ 70,000.00	\$ 113,357.20	MTW
Open	DCHA	Competitive	Kovais Innovative Solutions, Inc.	Abatement/ Lead RRP Services	10/29/2020	10/29/2023	N/A	PMO	\$ 570,000.00	\$ 854,911.22	MTW
Closed	DCHA	Competitive	Kovais Innovative Solutions, LLC	Vacant Unit Make Ready Services	8/7/2019	8/7/2021	N/A	PMO	\$ 375,500.00	\$ 854,911.22	MTW
Open	DCHA	Competitive	Logan Hardware	Landscaping and Gardening Supplies and Materials	7/13/2021	7/13/2023	N/A	PMO	\$ 180,000.00	\$ 3,456.36	MTW
Open	DCHA	Competitive	Lonch, Inc.	Abatement/ Lead RRP Services	10/30/2020	10/30/2023	N/A	PMO	\$ 570,000.00	\$ 4,261,219.21	MTW
Closed	DCHA	Competitive	Madrid's Contracting, Inc.	Vacant Unit Make Ready Services	9/24/2019	9/24/2021	N/A	PMO	\$ 241,227.00	\$ 241,227.00	MTW
Open	DCHA	Competitive	MB Trucking & Moving	Moving Services	9/15/2021	9/15/2024	N/A	PMO	\$ 75,000.00	REFER TO ROW 19	
Closed	DCHA	Competitive	Montage	Vacant Unit Make Ready Services	7/2/2019	7/2/2021	N/A	PMO	\$ 350,000.00	REFER TO ROW 75	
Open	DCHA	Competitive	Noble Clarke Machinery and Equipment, Ltd.	Emergency Generators @ Various DCHA Properties	2/21/2020	2/21/2022	N/A	PMO	\$ 90,000.00	\$ 34,172.22	MTW
Open	DCHA	Competitive	Northeastern	HVAC Plumbing Parts	5/29/2020	5/29/2022	N/A	PMO	\$ 140,000.00	\$ 230,681.24	MTW
Open	DCHA	Competitive	Overhead Door Company of Washington	Garage Doors Maintenance & Repairs	12/11/2019	12/11/2021	N/A	PMO	\$ 45,000.00	\$ 45,153.03	MTW
Open	DCHA	Competitive	Pest Master Services	Pest Control Services	7/21/2020	7/21/2022	N/A	PMO	\$ 150,000.00	\$ 16,425.00	MTW
Closed	DCHA	Competitive	Quad 3 Group	Lead Based Inspection and Risk Assessment Services	5/9/2018	5/9/2021	N/A	PMO	\$ 440,000.00	\$ -	
Open	DCHA	Competitive	RSC Electrical & Mechanical Contractors	HVAC and Water Treatment Preventive Maintenance and Repairs @ Various DCHA Properties	12/21/2017	2/28/2022	N/A	PMO	\$ 6,570,323.00	REFER TO ROW 78	
Open	DCHA	Competitive	Sandow Construction, Inc.	Abatement/ Lead RRP Services	11/5/2020	11/5/2023	N/A	PMO	\$ 570,000.00	\$ 133,500.00	MTW
Closed	DCHA	Competitive	Spectrum Management, LLC	Vacant Unit Make Ready Services	4/17/2020	4/17/2021	N/A	PMO	\$ 419,713.09	\$ 178,661.89	MTW
Open	DCHA	Competitive	Thinkbox Group	Utility Billing Administration	6/23/2020	6/23/2025	N/A	PMO	\$ 999,924.50	\$ 3,106,006.81	MTW
Open	DCHA	Competitive	Tito Contractors, Inc.	Abatement/ Lead RRP Services	10/29/2020	10/29/2023	N/A	PMO	\$ 570,000.00	\$ 566,468.26	MTW
Closed	DCHA	Competitive	Total Environmental Concepts	Lead Based Inspection and Risk Assessment Services	5/9/2018	5/9/2021	N/A	PMO	\$ 440,000.00	\$ 143,446.00	MTW
Open	DCHA	Competitive	Veterans Contractor Assistance Support Services, LLC	Abatement/ Lead RRP Services	11/4/2020	11/4/2023	N/A	PMO	\$ 570,000.00	\$ 1,243,209.97	MTW
Closed	DCHA	Competitive	Vigil Contracting Inc.	Vacant Unit Make Ready Services	7/10/2019	7/10/2021	N/A	PMO	\$ 519,495.00	REFER TO ROW 73	

**District of Columbia Housing Authority  
Legal Contracts**

Status	DCHA Subsidiary/Affiliate	Type	Contract No	Contract No2	Contract Awardee	Description of Service	Contract Effective Date	Contract End Date	Option Year Term Dates	Next Option Year	DCHA Dept. Client	Contract Amount	Amount Spent 10/01/19-9/30/21	Funding Source
Closed	DCHA	Competitive	0027-	2016	A-1 Title Services	Title Services	1/19/2017	1/19/2022	3 Options~ 1/19/2019; 1/19/2020; 1/19/2021		OGC	\$ 200,000.00	\$ -	
Closed	DCHA	Competitive	0027-A-	2016	Answer Title & Escrow	Title Services	1/19/2017	1/19/2022	3 Options~ 1/19/2019; 1/19/2020; 1/19/2021		OGC	\$ 200,000.00	\$ -	
Closed	DCHA	Competitive	0027-A-	2016	Answer Title & Escrow	Title Services	1/19/2017	1/19/2022	3 Options~ 1/19/2019; 1/19/2020; 1/19/2021		OGC	\$ 200,000.00	\$ -	
Closed	DCHA	Competitive	0041-B	2018	Ballard Spahr, LLP	General Legal Services	4/1/2019	9/30/2021	N/A		OGC	\$ 1,500,000.00	\$ 67,685.70	MTW; COCC
Closed	DCHA	Competitive	0025-A-	2019	Beveridge & Diamond	Specialized Legal Services	12/3/2019	9/30/2021	N/A		OGC	\$ 165,000.00	\$ 67,287.64	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	0041-D	2018	Butler Snow	General Legal Services	4/1/2019	9/30/2021	N/A		OGC	\$ 300,000.00	\$ -	
Closed	DCHA	Competitive	0025-	2019	Douglas & Boykin, PLLC	Specialized Legal Services	10/9/2019	9/30/2021	N/A		OGC	\$ 165,000.00	\$ 180,332.00	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	0041-E	2018	Hawkins Delafield & Wood, LLP	General Legal Services	4/1/2019	9/30/2021	N/A		OGC	\$ 500,000.00	\$ -	
Closed	DCHA	Competitive	0041-G	2018	K&L Gates LLC	General Legal Services	5/13/2019	9/30/2021	N/A		OGC	\$ 660,000.00	\$ 528,603.44	MTW; COCC
Closed	DCHA	Sole Source~ Public Exigency	0021-	2020	Littler	Specialized Legal Services- General Counsel for Litigation	5/26/2020	9/30/2021	N/A		OGC	\$ 253,000.00	\$ -	
Closed	DCHA	Competitive	0041-A	2018	Reno & Cavanaugh, PLLC	General Legal Services	4/1/2019	9/30/2021	N/A		OGC	\$ 1,700,000.00	\$ 250,289.32	MTW; COCC
Closed	DCHA	Competitive	0041-C	2018	Saul Ewing & Arnstein Leht	General Legal Services	4/1/2019	9/30/2021	N/A		OGC	\$ 700,000.00	\$ 71,580.56	MTW; COCC
Closed	DCHA	Competitive	0022-	2020	Saul Ewing Arnstein and Lehr	Specialized Legal Services~ Counsel for Complaint of Violations of The Drug, Firearm or Prostitution related Nuisance Abatement Act	6/26/2020	6/24/2021	N/A		OGC	\$ 150,000.00	\$ 71,580.56	MTW; COCC; DEVELOPMENT
Open	DCHA	Competitive	0029-	2019	Thomson Reuters Westlaw	Online Legal Research	5/27/2020	5/27/2023	N/A		OGC	\$ 38,117.56	\$ 12,091.20	CAPITAL; DEVELOPMENT; MTW
Closed	DCHA	Competitive	0041-F	2018	Venable, LLP	General Legal Services	4/1/2019	9/30/2021	N/A		OGC	\$ 1,500,000.00	\$ 548,847.79	MTW; COCC
Open	DCHA	Competitive	0002-A-	2021	Ballard Spahr LLP	General Legal Services	1/6/2022	1/6/2026	N/A		OGC	\$ 600,000.00		
Open	DCHA	Competitive	0002-D-	2021	Butler Snow LLP	General Legal Services	12/1/2021	12/1/2025	N/A		OGC	\$ 150,000.00		
Open	DCHA	Competitive	0002-F-	2021	Delphine Carnes Law Group, PLC	General Legal Services	11/24/2021	11/24/2025	N/A		OGC	\$ 100,000.00		
Open	DCHA	Competitive	0002-G-	2021	Douglas & Boykin PLLC	General Legal Services	1/6/2022	1/6/2026	N/A		OGC	\$ 450,000.00		
Open	DCHA	Competitive	0002-H-	2021	Goldblatt Martin Pozen LLP	General Legal Services	2/1/2022	2/1/2026	N/A		OGC	\$ 100,000.00		
Open	DCHA	Competitive	0002-I-	2021	Hawkins Delafield & Wood	General Legal Services	12/1/2016	12/1/2018	N/A		OGC	\$ 100,000.00		
Open	DCHA	Competitive	0002-J-	2021	Jackson Lewis PC	General Legal Services	1/5/2022	1/5/2026	N/A		OGC	\$ 100,000.00		
Open	DCHA	Competitive	0002-K-	2021	K&L Gates LLP	General Legal Services	2/1/2022	2/1/2026	N/A		OGC	\$ 350,000.00		
Open	DCHA	Competitive	0002-L-	2021	Littler	General Legal Services	12/16/2021	12/16/2025	N/A		OGC	\$ 650,000.00		
Open	DCHA	Competitive	0002-M-	2021	Reno & Cavanaugh PLLC	General Legal Services	11/22/2021	11/22/2025	N/A		OGC	\$ 750,000.00		
Open	DCHA	Competitive	0002-N-	2021	Saul Ewing Arstein & Lehr LLP	General Legal Services	12/9/2021	12/9/2025	N/A		OGC	\$ 150,000.00		
Open	DCHA	Competitive	0002-O-	2021	Squire Patton Boggs	General Legal Services	1/6/2022	1/6/2026	N/A		OGC	\$ 200,000.00		
Open	DCHA	Competitive	0002-P-	2021	Tiber Hudson LLC	General Legal Services	12/8/2021	12/8/2025	N/A		OGC	\$ 100,000.00		
Open	DCHA	Competitive	0002-Q-	2021	Venable LLP	General Legal Services	1/24/2022	1/24/2026	N/A		OGC	\$ 750,000.00		
Open	DCHA	Competitive	0002-R-	2021	Wilson Elser Moskowitz Edelman & Dicker LLP	General Legal Services	12/15/2021	12/15/2025	N/A		OGC	\$ 600,000.00		

**PENDING LAWSUITS INVOLVING DCHA (Question 15)**  
**For the period of October 1, 2020 – February 01, 2022**

CASE NAME	DESCRIPTION
<b>Current DCHA related matters</b>	
<b>B. Myers and W. Thomas v. DCHA and T. Oliver</b>	<b>Employment matter.</b>
<b>Teles Professional v DCHA</b>	<b>Breach of Housing Assistance Payments Contract.</b>
<b>G. Da’Vage v. DCHA</b>	<b>Employment matter.</b>
<b>T. Busey v. DCHA</b>	
<b>T. Busey v. DCHA</b>	<b>Tort/personal injury matter</b>
<b>P. Tabatabai v. DCHA aff’d on appeal</b>	<b>Breach of real property contract.</b>
<b>D. Wilson, et al. v. DCHA (appeal and federal action)</b>	<b>Premises liability claim.</b>
<b>O. Pittman v. DCHA</b>	<b>Housing Choice Voucher related claim.</b>
<b>A. v. Capper Senior I LP et. al. and L. v. Capper</b>	<b>Premises liability matter.</b>
<b>K. Bradley v. DCHA</b>	<b>Tort/personal injury matter.</b>
<b>A. Johnson v. DCHA</b>	<b>Tort/personal injury matter.</b>
<b>Savannah Heights Ltd. Partnership v DCHA</b>	<b>Housing Choice Voucher related matter.</b>
<b>Andrews v. DCHA</b>	
<b>Andrews v. DCHA</b>	<b>Wrongful termination/Employment claim</b>
<b>O. Mahoney 12/13/2021</b>	
<b>O. Mahoney 12/13/2021</b>	<b>Tort/employment matter on appeal.</b>
<b>E.Arthur, et al. v. DCHA (6/16/2021)</b>	
<b>E.Arthur, et al. v. DCHA (6/16/2021)</b>	<b>ADA related matter</b>
<b>Current Area Residents East of the River, et al. v. District Of Columbia, et al.</b>	<b>Fuller (ANC 8A commissioner), CARE, Paulette Matthews (former Barry Farm resident) and Shanifinne Ball (Union Market) lawsuit against the District and DCHA for animus and conspiracy and violations of the Fifth Amendment, DC Human Rights Act, Fair Housing Act, and First Amendment.</b>
<b>S. Brown v. Penn. Higher Ed Authority et al.</b>	<b>Claim dismissed related to credit reporting concerns.</b>
<b>J. Johnson v. DCHA 3/19/2021</b>	<b>Court of Appeals challenge regarding DCHA/HUD position regarding sex offenders.</b>
<b>M. Bryant v. DCHA (DCCA)</b>	<b>Breach of contract/tort claim.</b>
<b>V. McFadden v. DCHA (DCCA)</b>	<b>Eviction related matter.</b>
<b>M. Cowser v. DCHA (DCCA)</b>	<b>Tort/personal injury related claim.</b>
<b>A. Martin v. DCHA</b>	<b>Civil rights violations and failure to properly inspect</b>

**PENDING LAWSUITS INVOLVING DCHA (Question 15)**  
**For the period of October 1, 2020 – February 01, 2022**

<b>Parties</b>	<b>Case Name</b>	<b>Settlement Amount</b>	<b>Settlement Date</b>	<b>Description</b>
A. Johnson	A. Johnson v. DCHA	\$20,000	2/11/21	Complaint for Negligence
D. Jones	<b>N/A</b>	\$7,500	2/8/21	Personal Injury and Property damage

Q14. Administrative Complaints or Grievances

**Answer: FY 2021: (October 1, 2020- September 31, 2021)**

Low Income Property Housing

Property	Grievances	%
Claridge Towers	2	9.5
Fort DuPont Dwellings	1	4.8
Greenleaf Gardens	1	4.8
Hopkins Apts	1	4.8
James Creek	2	9.5
Kelly Miller	1	4.8
Kenilworth Courts	1	4.8
Langston Terrace	1	4.8
Lincoln Heights	1	4.8
Metro Townes	3	14.3
Park Morton	2	9.5
Potomac Gardens	2	9.5
Richardson Dwellings	1	4.8
Syphax Gardens	1	4.8
Villager	1	4.8

**Answer: FY 2021: (October 1, 2020- September 31, 2021)**

Low Income Property Housing-- Case Type

Please note that cases can be based on more than one cause of action.

- Maintenance Repairs were at issue in 4 out of 21 cases. (19.0%)
- Continued Occupancy was at issue in 2 out of 21 cases. (9.5%)
- Rental Balance and Rental Charges were at issue in 7 out of 21 cases. (33.3%)
- Reasonable Accommodation Requests were at issue in 2 out of 21 cases. (9.5%)
- A Transfer was at issue in 3 out of 21 cases. (14.3%)
- Personal Property Damage was at issue in 1 out of 21 cases. (4.8%)
- Other Miscellaneous matters were at issue in 1 out of 21 cases. (4.8%)

**Answer: FY 2022: (October 1, 2021- September 31, 2022) (Below Figures include data through 1-25-2022)**

Low Income Property Housing

- One out of Seven (14.3%) Grievances came from Colorado Avenue Apartments.
- One out of Seven (14.3%) Grievances came from Greenleaf Gardens.
- One out of Seven (14.3%) Grievances came from Horizon House.
- Two out of Seven (28.6%) Grievances came from Kenilworth Courts.
- One out of Seven (14.3%) Grievances came from Lincoln Heights.

Q14. Administrative Complaints or Grievances

- One out of Seven (14.3%) Grievances came from Marley Ridge.

**Answer: FY 2022: (October 1, 2021- September 31, 2022) (Below Figures include data through 1-25-2022)**

Low Income Property Housing-- Case Type

Please note that cases can be based on more than one cause of action.

- Maintenance Repairs were at issue in 4 out of 7 cases. (57.1%)
- Personal Property Damage was at issue in 1 out of 7 cases. (14.3%)
- Rental Balance and Rental Charges were at issue in 2 out of 7 cases. (28.6%)
- A Transfer was at issue in 1 out of 7 cases. (14.3%)

**TOTAL HCVP HEARING REQUESTS RECEIVED BY FISCAL YEAR AND TYPE**

HCVP	FY 2021			FY 2022		
	10/1/2020- 9/30/2021			10/1/2021- 9/30/2022		
	#	OUT OF	%	#	OUT OF	%
Reasonable Accommodation	2	51	3.92%	0	8	0.00%
Criminal Act-Violent/Drug	3	51	5.88%	0	8	0.00%
Criminal Act-Unauthorized Occupant	1	51	1.96%	3	8	50.00%
Criminal Act-Fraud, etc.	1	51	1.96%	0	8	0.00%
Eviction	1	51	1.96%	0	8	0.00%
HQS - Inspections	8	51	15.69%	0	8	0.00%
HCV/HOAP	2	51	3.92%	0	8	0.00%
Leasing	1	51	1.96%	0	8	0.00%
Recertification	3	51	5.88%	0	8	0.00%
Rent Calculation	5	51	9.80%	2	8	33.33%
Repay. Breach/Hardship	0	51	0.00%	1	8	16.67%
Unassisted HAP	14	51	27.45%	1	8	16.67%
Voucher Issuance	4	51	7.84%	0	8	0.00%
Voucher Transfer	3	51	5.88%	0	8	0.00%
VAWA Related Voucher Issue	0	51	0.00%	1	8	16.67%
Combination of Types	3	51	5.88%	0	8	0.00%

Q14. Administrative Complaints or Grievances

For any complaints or grievances that were resolved in FY21 and FY22, to date, describe the resolution.

**Answer: HCVP**

<b><u>HCVP</u></b>	<b><u>FISCAL YEAR 2022</u></b>	<b><u>FISCAL YEAR 2021</u></b>
PENDING RESOLUTION OR SCHEDULING	<b>1</b>	<b>10</b>
SCHEDULED	<b>0</b>	<b>6</b>
MATTER WAS RESCINDED	<b>4</b>	<b>9</b>
RESOLVED WITHOUT HEARING	<b>1</b>	<b>9</b>
NON RFT AGENCY ACTION AFFIRMED	<b>0</b>	<b>5</b>
RFT AFFIRMED	<b>1</b>	<b>6</b>
NON RFT AGENCY ACTION DENIED	<b>0</b>	<b>1</b>
RFT DENIED	<b>0</b>	<b>3</b>
WITHDRAWN	<b>0</b>	<b>2</b>
<b><u>OUT OF</u></b>	<b>8</b>	<b>51</b>

Q14. Administrative Complaints or Grievances

**Prompt:**

<u>LIPH</u>	<u>FISCAL YEAR 2022</u>	<u>FISCAL YEAR 2021</u>
PENDING INFORMAL CONFERENCE (PER COMPLAINANT'S EXTENSION REQUEST)	<b>1</b>	<b>0</b>
PENDING HEARING (PER COMPLAINANT'S EXTENSION REQUEST)	<b>1</b>	<b>0</b>
PENDING RESOLUTION OR SCHEDULED	<b>2</b>	<b>P=3, S=3</b>
SETTLED	<b>1</b>	<b>6</b>
CLOSED: NO HEARING REQUEST MADE AFTER INFORMAL SETTLEMENT CONFERENCE	<b>1</b>	<b>6</b>
WITHDRAWN	<b>1</b>	<b>0</b>
RESOLVED	<b>0</b>	<b>2</b>
AGENCY ACTION DENIED/ OVERTURNED	<b>0</b>	<b>1</b>
<u>OUT OF</u>	<b>7</b>	<b>21</b>



# District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

## DISTRICT OF COLUMBIA HOUSING AUTHORITY SEXUAL HARASSMENT POLICY

### I. Policy

- A. DCHA strongly opposes sexual harassment in the workplace and has established reporting procedures for complaints. Sexual harassment of employees or residents whether verbal, physical or graphic is unacceptable and will not be tolerated. Supervisors must take action when apprised of questionable social-sexual activity in the workplace by counseling or if necessary, disciplining the person exhibiting the behavior(s).
- B. Sexual harassment is a form of sex discrimination, and is an unlawful employment practice under Title VII of the Civil Rights Act of 1964 and the District of Columbia Human Rights Act of 1977, as amended.
- C. Sexual harassment may include but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
  - 2. submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; and
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to, verbal conduct with sexual overtones, subtle pressure for sexual activity, patting or pinching, brushing up against another employee's body and demands for sexual favors.
- D. No complainant will be harassed, discharged, or retaliated against for the filing of a sexual harassment complaint.
- E. A finding by DCHA supporting the sexual harassment allegation will result in disciplinary action.

*Effective October 22, 2013*

- F. The complainant may file a complaint with the Agency Equal Employment Opportunity (“EEO”) Officer, the Office of Human Rights and/or the U.S. Equal Employment Opportunity Commission.

## **II. Complaint Process**

- A. The EEO Officer is the deciding official in the sexual harassment complaint process. The EEO Officer shall investigate all complaints of sexual harassment.
- B. DCHA encourages the prompt reporting of complaints.
- C. Employees who experience sexual harassment should immediately notify their immediate supervisor. Employees who are not comfortable reporting incidents of sexual harassment to their immediate supervisor may notify the Department Director, the EEO Officer, or the Director of Human Resources.
- D. All verbal reports of sexual harassment must be reduced to writing by either the complainant or the individual(s) designated to receive the complaint and must be signed by the complainant.
- E. All information regarding a complaint is usually confidential. However, some information may be shared on a need to know basis. For example, the alleged harasser has a right to be told of the specific allegations made against him or her.
- F. Supervisors can provide reasonable assurance only and cannot enter in to a private agreement with an employee to keep a matter confidential and not act on it.

## **III. DCHA EEO Officer Contact Information:**

**Ronnie Thaxton, DCHA EEO Officer**  
**DCHA Office of Human Resources**  
**1133 North Capitol Street, NE**  
**Suite 222**  
**Washington, DC 20002**  
**(202)535-1618**  
**[rthaxton@dchousing.org](mailto:rthaxton@dchousing.org)**

*Effective October 22, 2013*

2

**District of Columbia Housing Authority  
Procedures for Reporting Claims of Sexual Harassment**

**Employee Process**

**I. Purpose**

The purpose of this document is to set forth the procedures for reporting and investigating allegations of sexual harassment involving District of Columbia Housing Authority (DCHA) personnel, applicants, participants, residents and members of the general public.

**II. Procedures**

All complaints of sexual harassment reported to the DCHA shall be acknowledged and promptly investigated in accordance with these procedures and within the specified timeframe as outlined in Section IV.

**III. Complaints**

Any DCHA employee, resident, applicant or participant who believes he or she has been the victim of sexual harassment, as defined by the DCHA Sexual Harassment Policy, may bring the complaint to the attention of any manager/supervisor employed by the by DCHA.

**IV. Processing Claims**

**Step 1:**

Upon receipt of a claim, the manager/supervisor shall immediately notify the DCHA Human Resources (HR) Department.

**Step 2:**

The HR Department shall immediately record the allegation(s) and notify the Office of the Executive Director.

**Step 3:**

No later than two (2) business days after receipt of the complaint, the HR Department will determine which DCHA department is best suited to investigate the allegation(s).

**Step 4:**

Within three (3) business days after receiving the complaint, the HR Department will either commence an investigation into the allegation(s) *or* notify the appropriate DCHA department of the complaint and request that the Department immediately initiate an investigation into the allegation(s).

**Step 5:**

No later than thirty (30) calendar days after receipt of a notice to investigate, the Department conducting the investigation shall submit a written investigative report to the HR Department.

**Step 6:**

Within five (5) calendar days after receipt of the written investigative report, the HR Department shall take one of the following actions:

- (1) Review the investigative report against applicable laws, policies, and any applicable collective bargaining agreement, determine if disciplinary action should be taken against the alleged harasser, engage the Office of the General Counsel regarding any proposed disciplinary action;
- (2) Serve the disciplinary action, including notifying the Union, if applicable;
- (3) If the investigation is determined to be without merit, the HR Department will issue an Exit Letter to the employee, including advising the employee of other processes or services to address the employee's concern; or
- (4) When it is determined that no disciplinary action should be taken against the accused employee, the HR Department shall inform the employee that the investigation is closed.

**Step 7:**

Within one (1) business day of notifying the complainant and the employee against whom the allegations were made, the HR Department shall close the matter.

**District of Columbia Housing Authority  
Procedures for Reporting Claims of Sexual Harassment**

**Non-Employee Process**

**I. Purpose**

The purpose of this document is to set forth the procedures for reporting and investigating allegations of sexual harassment involving District of Columbia Housing Authority (DCHA) personnel, applicants, participants, residents, and members of the general public.

**II. Procedures**

All complaints of sexual harassment reported to the DCHA shall be acknowledged and promptly investigated in accordance with these procedures and within the specified timeframe as outlined in Section IV.

**III. Complaints**

Any DCHA employee, resident, applicant or participant who believes he or she has been the victim of sexual harassment, as defined by the DCHA Sexual Harassment Policy, may bring the complaint to the attention of any manager/supervisor employed by the by DCHA.

**IV. Processing Complaints**

**Step 1:**

Upon receipt of a claim, the manager/supervisor shall immediately notify the DCHA Human Resources (HR) Department.

**Step 2:**

The HR Department shall immediately record the allegation(s) and notify the Office of the Executive Director.

**Step 3:**

No later than two (2) business days after receipt of the complaint, the HR Department will determine which DCHA department is best suited to investigate the allegation(s) against the alleged offender.

**Step 4:**

Within three (3) business days after receiving the complaint, the HR Department will notify the appropriate DCHA department of the complaint and request that the Department immediately initiate an investigation into the allegation(s).

**Step 5:**

No later than thirty (30) calendar days after receipt of a notice to investigate, the Department conducting the investigation shall submit the written investigative report to the HR Department.

**Step 6:**

Within one (1) business day after receiving the written investigative report, the HR Department shall transmit the report to the Office of the General Counsel to determine what action, if any, should be taken.

**Step 7:**

Within five (5) business days after receiving the written investigative report, the Office of the General Counsel shall determine what action(s), if any, should be taken.

**Step 8:**

Within two (2) business days of determining what action(s) should be taken, the Office of the General Counsel shall notify the HR Department, in writing, of its recommendation(s) for handling the matter.

**Step 9:**

Within one (1) business day after receipt of the Office of the General Counsel's recommendation, the HR Department shall notify the Office of the Executive Director of the Office of the General Counsel's recommendation(s). The Office of the Executive Director will decide the appropriate manner to address the Office of the General Counsel's recommendation(s).

**Step 10:**

Within one (1) day of receiving notice of the Office of the Executive Director's decision, the HR Department shall notify the complainant and the DCHA employee receiving the complaint how the matter will be handled moving forward and that the complaint is closed.

**External Audits and Reviews (FY21 and FY22 to Date):**

Name	Description
<b>HUD- Remote Procurement Review- In progress as of 5/21</b>	To determine DCHA's compliance with HUD's procurement and contract administration requirements and regulations.
<b>HUD- ADA Compliance Review- In progress as of 6/21</b>	This audit is being conducted to determine whether DCHA is complying with the nondiscrimination and regulatory requirements of Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, as amended.
<b>Office of Inspector(OIG)-Fiscal Management Review- In progress as of 11/21</b>	<p>The objectives of this audit are to:</p> <ol style="list-style-type: none"> <li>1. Assess whether DCHA administered the programs supported by the operating and capital subsidies in accordance with District and federal laws and regulations; and</li> <li>2. Identify areas at risk of loss through errors, theft, or noncompliance. This audit is being conducted in accordance with generally accepted government auditing standards.</li> </ol>

**Internal Audits and Reviews (FY21 to Date):**

Audit Name	Description
<b>Review of DCHA Resident Council Participation and Vending Funds Usage-Quarterly reviews to reach each Resident Council annually</b>	This review covers all active Resident Councils that receive Resident Participation Funds and/or Vending Proceeds. The review is to determine whether funds are being used consistent with DCHA's Resident Council/Vending Funds policy.
<b>Just-In-Time Inventory Management Review- Beginning 5/21</b>	To determine whether the Just-In-Time materials were procured in accordance with DHCA policies, properly tracked, and managed in compliance with applicable policies and procedures, and to determine whether the internal controls within the process are appropriate and operating effectively.
<b>Overtime Follow-Up- Beginning 6/21</b>	The OAC conducted an Overtime Review to examine and test the overtime process, to determine if recommendations were implemented, and check the status of the Corrective Action Plans (CAPs).

**Internal Audit Recommendations (FY21 to Date)**

Audit Name	Recommendations
<b>Review of DCHA Resident Council Participation and Vending Funds Usage</b>	Resident Council should review the <u><i>Internal Policies and Procedures for the Expenditure of Vending Funds and Resident Participation Funds (I.P.P.)</i></u> and align their practices to ensure that all transactions are conducted following the policy.
<b>Just-In-Time Inventory Management Review</b>	<ol style="list-style-type: none"> <li>1. The ordering process should return to the Office of Administrative Services (OAS) under the Procurement function- eliminating the JIT process.</li> <li>2. The OAS with the OAC should then create written policies with sufficient controls to ensure that materials are ordered for the benefit of DCHA residents. Separating the ordering from the department will deter inappropriate purchasing of unallowable items. OAS may need a dedicated human resource to effectively operationalize this recommendation.</li> </ol>
<b>Overtime Follow-Up</b>	HR, Finance and the OAC should collaborate to create comprehensive written policies and procedures with sufficient controls for the overtime approval process.

**RESPONSE TO OVERSIGHT HEARING COMMITTEE INQUIRY**  
**FY21 DCHA Staff Training**  
(1/19/22)

Training	Department	Subject of the Training	No. of Employees Training	Name of the Trainers	Total Cost	Name of Contractor	Training Date	Basis for the Non-Competitive Award, if Applicable
1 Three-Day training for 9 unarmed Special Police Officers (OC, Baton, and cuffing only) and MD Carry Permits for 2 officers	Public Safety	Unarmed Training	11	Precision Tactical Training & Consultants	\$3,725.00	Precision Tactical Training & Consultants	November 20, 2020	Specialized training for DCHA's Public Safety officers. This is only available from a single source.
2 Four-hour Mold Inspection and Assessment Refresher course to renew certification for Housing Inspector to perform inspections of mold-like substances in units virtually and in person.	Audit & Compliance	Mold Inspection and Assessment Refresher course	1	Aerosol Monitoring and Analysis, Inc.	\$185.00	Aerosol Monitoring and Analysis	November 25, 2020	
3 A 90 minute Live and Recorded IRS Service 1099-MISC and 1099 - NEC Session to focus on leadership challenges and opportunities encountered by lead accounting in DCHA, along with the best ways to eliminate or optimize the respective encounter.	Financial Management	IRS Form 1099 Reporting Update	1	WEBNIOR LLC	\$349.00	WEBNIOR LLC	December 9, 2020	
4 15 – Briefs in Law Enforcement 10th Edition (Training Manuals) for Office of Public Safety Staff	Public Safety	Law Enforcement Reference Manuals	N/A	Taylor & Francis Group, LLC	\$573.89	Taylor & Francis Group, LLC	N/A	
5 Conference and pre-conference workshop would provide 20.7 Continuing Professional Education (CPE) units and contribute to the annual requirement of 40 CPE units required to maintain the certification of Certified Internal Auditor	Audit & Compliance	Pre-conference workshop and 4-day online General Audit management (GAM) Conference	1	GAM conference speakers and presenters	\$1,370.00	The Institute of Internal Auditors	March 16-18, 2021	
6 Three-Day training for two unarmed Special Police Officers. (OC, Baton, and cuffing only)	Public Safety	Training for two unarmed Special Police Officers. (OC, Baton, and cuffing only)	2	Precision Tactical Training & Consultants	\$750.00	Precision Tactical Training & Consultants	March 1-3, 2021	
7 This online FMTP to provide the necessary training to effectively lead, organize, direct and manage housing agency finance and administrative staff, operations and accounting systems, processes and regulatory compliance. This is a bundle package of six sessions that cover 1) Leadership Development, 2) Increasing Non-Federal Revenue, 3) Real Estate deal Structure & Property Operations, 4) Cyber and IT Security, 5) Industry Knowledge & Updates, and 6) Staff Development. Purpose is to assist the incumbent in his role as DCHA's VP/CFO.	Financial Management	NAHRO's Financial Management Training Program (FMTP)	1	National Association of Housing & Redevelopment Officials (NAHRO)	\$2,500.00	NAHRO	March 30, 2021 to March 31, 2022 (1 year)	
8 16-Hr MD Carry handgun Permit class and a MD Carry handgun Permit refresher class	Public Safety	MD Carry Handgun Permit class and a refresher course	10	Precision Tactical Training & Consultants	\$2,100.00	Precision Tactical Training & Consultants	Permit class on April 4-7, 2021 for 6 SPOs and the refresher course for 4 additional officers on April 5, 2021	
9 One new hire SPO Training, 40 hrs Firearms Training, 24 hr OC, ASP Baton, Handcuff Training	Public Safety	Armed Training	1	Precision Tactical Training & Consultants	\$800.00	Precision Tactical Training & Consultants	Date not specified	
10 Unlimited 1 year training for a recently promoted Sergeant to learn leadership and management skills in his role as a supervisor.	Public Safety	Star12 All Access Pass webinar Professional Edition	1	Skill Path/National Seminar	\$349.00	Skill Path/National Seminar	Start date after August 1 2021 (Learning materials access available for 1 year)	
11 One-Day Lead Inspector Refresher class that is required to extend a Housing Inspector's current certification. Recertification is valid in MD and DC for 2 years.	Audit & Compliance	Lead Inspector Refresher training course (in person)	1	Aerosol Monitoring and Analysis, Inc.	\$244.51	Aerosol Monitoring and Analysis	July 1, 2021	

**RESPONSE TO OVERSIGHT HEARING COMMITTEE INQUIRY**  
**FY21 DCHA Staff Training**  
(1/19/22)

Training	Department	Subject of the Training	No. of Employees Training	Name of the Trainers	Total Cost	Name of Contractor	Training Date	Basis for the Non-Competitive Award, if Applicable
12 One-Day Lead Risk Assessor Refresher class that is required to extend a Housing Inspector's current certification. Recertification is valid in MD and DC for 2 years.	Audit & Compliance	Lead Risk Assessor Refresher training course (webinar)	1	Aerosol Monitoring and Analysis, Inc.	\$219.00	Aerosol Monitoring and Analysis	July 7, 2021	
13 Two-day webinar training to create better professional-quality digital artwork and enhance skills and master Illustrator tools.	Public Affairs	The Adobe Illustrator Summit seminar (webinar)	1	CreativePro Network Inc	\$695.00	CreativePro Network Inc	August 26 & 27, 2021	
14 One-day virtual class - HCV Portability training class for HCV and ECOD employees to increase their operational knowledge, skills and abilities, which ultimately enhances DCHA's efficiencies and compliance with the HUD portability process.	HCVP/ECOD	NAHRO's HCV Portability training	17	NAHRO	\$3,532.50	NAHRO	September 13, 2021	Specialized and tailored training for DCHA's HCVP and ECOD staff. This customization is only available from a single source.
15 Self study Prep-Course Training and Exam Application Fees to obtain Fraud Examiner Certification	Audit & Compliance	Self study Prep-Course Training and Exam Application Fees	4	Assoc. of Certified Fraud Examiners, Inc.	\$2,549.00	Assoc. of Certified Fraud Examiners, Inc.	Start by September September 27, 2021	
16 SHRM Certification for HR Professional	Human Resources	To exam for SHRM Certification Training	1	Society for Human Resource Management (SHRM)	\$400.00	SHRM	Pending - Rescheduled to February 15, 2022	

**District of Columbia Housing Authority  
DCHA Managed Public Housing Vacant Units by Bedroom Size**

Ward	Name	Total Vacant	Eff	1BR	2BR	3BR	4BR	5BR	6BR	Avg days vacant	(in months)
1	Columbia Rd	7	0	1	4	2	0	0	0	787	66
1	Garfield Terrace	104	0	92	1	9	2	0	0	590	20
1	Harvard Towers	41	39	2	0	0	0	0	0	726	24
1	Kelly Miller Dwellings	30	5	8	15	2	0	0	0	636	21
1	Ledroit Apartments	26	0	26	0	0	0	0	0	541	18
1	Ontario Road	4	0	3	1	0	0	0	0	634	21
1	Park Morton	118	0	0	118	0	0	0	0	462	15
2	Claridge Towers	93	87	6	0	0	0	0	0	575	19
2	Horizon House	23	18	4	1	0	0	0	0	641	21
2	James Apartments	19	14	5	0	0	0	0	0	564	19
2	Judiciary House	73	59	14	0	0	0	0	0	544	18
3	Regency House	19	15	4	0	0	0	0	0	619	21
4	Colorado	4	0	4	0	0	0	0	0	427	36
4	Fort Lincoln	30	26	4	0	0	0	0	0	387	13
5	Langston Addition/Terrace	109	0	66	33	10	0	0	0	669	22
5	Lincoln Road	1	1	0	0	0	0	0	0	800	27
5	Montana Terrace	38	31	0	3	2	2	0	0	851	28
6	Greenleaf Addition	8	0	0	6	0	2	0	0	700	23
6	Greenleaf Extension	1	0	0	0	0	1	0	0	923	31
6	Greenleaf Gardens	56	0	5	30	11	4	6	0	584	19
6	Greenleaf Senior	63	0	19	44	0	0	0	0	450	15
6	Hopkins Apartments	22	0	0	17	5	0	0	0	597	20
6	James Creek	64	34	10	17	0	1	0	2	809	27
6	Kentucky Courts	37	0	36	1	0	0	0	0	637	21
6	Potomac Gardens	96	2	45	15	34	0	0	0	684	23
6	Sibley Plaza Senior	47	7	21	9	0	10	0	0	494	16
6	Sursum Corda	14	0	0	0	8	3	1	2	355	12
6	Syphax Gardens	28	0	0	23	5	0	0	0	666	22
7	Benning Terrace	116	1	0	21	75	8	11	0	813	27
7	Fort Dupont Addition	9	0	0	0	9	0	0	0	801	27
7	Fort Dupont Dwellings	28	0	8	14	6	0	0	0	655	22
7	Kenilworth Courts	81	0	0	9	25	34	13	0	622	21
7	Lincoln Heights	152	0	17	101	24	10	0	0	800	27
7	Marley Ridge	2	0	2	0	0	0	0	0	955	32
7	Metrotowns	2	0	0	2	0	0	0	0	416	35
7	Richardson Dwellings	87	0	0	35	31	8	13	0	805	27
7	Stoddert Terrace	26	0	0	1	8	11	6	0	680	23
7	The Villager	3	0	2	1	0	0	0	0	316	11
8	Carroll Apartments	21	0	21	0	0	0	0	0	910	30
8	Elvans Road	3	0	0	0	2	1	0	0	261	9
8	Highland Additions	22	0	0	0	22	0	0	0	622	21
8	Knox Hill	28	1	27	0	0	0	0	0	576	19
8	Woodland Terrace	66	0	9	14	20	14	3	6	745	25
<b>Totals</b>		<b>1821</b>	<b>340</b>	<b>461</b>	<b>536</b>	<b>310</b>	<b>111</b>	<b>53</b>	<b>10</b>	<b>636</b>	<b>23</b>

**District of Columbia Housing Authority  
DCHA Managed Public Housing and Resident Demographics**

Proj #	PROPERTY NAME	ADDRESS	Ward	# Units/Size	# OF UNITS	# of HH Currently on the property	# of HH with Dependents	# HOH 62+	#HOH Disabled
22	Benning Terrace	4450 G St., SE WDC 20019	7	2BR (57), 3BR (72), 4BR (22), 5BR (21),	273	157	78	29	45
36C	Carroll Apartments	340 13th St., SE WDC 20003	8	1BR (60)	60	39	1	38	23
60	Claridge	1221 M Street NW WDC	2	0BR (285), 1BR (58)	343	150	1	157	181
97	Colorado	5336 Colorado Ave NW WDC 20011	4	1 BR (21)	21	17	7	13	14
95	Columbia Road	1475 Columbia Rd NW WDC 20009	1	1BR (6), 2BR (14), 3BR (3)	23	16			
85	Elvans Rd	Elvans Rd	8	3BR (14), 4BR (5), 5BR (1)	20	17	16	1	2
1	Fort Dupont	155 Ridge Road, SE WDC 20019	7	0BR (2), 1BR (30), 2BR (49), 3BR (23)	104	76	20	25	24
57	Fort DuPont Additions	155 Ridge Road, SE WDC 20019	7	3BR (16)	16	7	4	2	3
64	Fort Lincoln	3400 Banneker Drive, NE WDC 20018	5	0BR (96), 1BR (24)	120	90		60	67
37	Garfield Terrace/Garfield Family	2301 11th St. NW WDC 20001	1	1BR (229), 2BR (4), 3BR (37), 4BR (8), 5BR (1)	279	175	11	93	112
35	Greenleaf Additions	203 N St., SW WDC 20024	6	2BR (24), 3BR (3), 4BR (5)	32	24	13	2	6
39B	Greenleaf Extensions	203 N St., SW WDC 20024	6	4BR (4)	4	3		1	2
21	Greenleaf Gardens	203 N St., SW WDC 20024	6	1BR (7), 2BR (98), 3BR (80), 4BR (38), 5BR (19)	242	186	92	44	54
21A	Greenleaf Senior	1200 Delaware Ave. SW WDC 20024	6	1BR (58), 2BR (157)	215	152	16	71	77
68	Harvard Towers	1845 Harvard St. NW WDC 20009	1	1BR (172), 2BR (21)	193	152		103	105
16	Highland Additions	914 Wahler Place, SE WDC 20032	8	3BR (116), 5BR (2)	118	96	60	11	19
030	Hopkins Apartments	1000 K ST SE 20003	6	0BR (2), 2BR (112), 3BR (44)	158	136	76	24	32
62	Horizon	1150 12th Street NW WDC	2	0BR (79), 1BR (32), 2BR (13)	124	101	4	49	66
70	James Apartments	1425 N. St. NW WDC 20005	2	0BR (87), 1BR (54)	141	122		85	93
3	James Creek	1265 Half St. SW WDC 20024	6	1BR (44), 2BR (145), 3BR (16), 4BR (26), 5BR (5), 6BR (3)	239	175	86	67	71
65	Judiciary House	461 H St., NW WDC 20001	2	0BR (146), 1BR (123), 2BR (2)	271	198	1	127	140
8	Kelly Miller	2125 4th St. NW WDC 20001	1	0BR (18), 1BR (33), 2BR (84), 3BR (25)	160	130	55	21	35
19	Kenilworth/Parkside	4500 Quarles St., NE WDC 20019	7	2BR (100), 3BR (97), 4BR (65), 5BR (28)	290	209	102	26	37
36B	Kentucky Courts	340 13th St., SE WDC 20003	6	1BR (113), 2BR (5)	118	81	4	50	47
61	Knox Hill	2700 Jasper St., SE WDC 20020	8	0BR (1), 1BR (121)	122	94		92	66
40/25	Langston Terrace/Additions	2101 G St. NE WDC 20002	5	1BR (181), 2BR (87), 3BR (33), 4BR (7)	308	199	31	82	96
39A	Ledroit Apartments	2125 4th St. NW WDC 20001	1	1BR (113)	113	87	14	63	56
13	Lincoln Heights	400 50th St., NE WDC 20019	7	1BR (66), 2BR (225), 3BR (107), 4 BR (42)	440	288	118	41	70
98	Lincoln Road	1140 North Capital St. NE WDC	5	1BR (6), 2BR (14)	20	19	4	4	3
22A	Marley Ridge	4450 G St., SE WDC 20019	7	1BR (7), 2BR (2)	9	7	1	2	3
420	Metro Towns	3613 Hayes St. NE WDC 20019	7	0BR (1), 1BR (10), 2BR (23), 3BR (8)	42	40	15	12	10
44	Montana Terrace	1625 Montana Ave., NE WDC 20018	5	2BR (22), 3BR (27), 5BR (15)	64	26	34	17	14
98a	Ontario Road	2422 Ontario Road, NW 20009	1	1BR(6), 2BR (7)	13	9	3	2	3

Proj #	PROPERTY NAME	ADDRESS	Ward	# Units/Size	# OF UNITS	# of HH Currently on the property	# of HH with Dependents	# HOH 62+	#HOH Disabled
34	Park Morton	617 Morton St. NW WDC 20010	1	2BR (174)	174	56	9	5	6
043	Potomac Gardens Family/Senior	1225 G ST SE 20003	6	0BR (20), 1BR (139), 2BR (59), 3BR (134)	352	256	96	101	100
69	Regency	5201 Cooneticuit Avenue NW WDC	3	0BR (123, 1BR (37),	160	141		129	68
17	Richardson Dwellings	5231 Cloud Place, NE WDC 20019	7	2BR (67), 3BR (80), 4BR (19), 5BR (24)	190	103	47	27	22
29	Sibley	1140 North Capital St. NE WDC	6	1BR (144), 2BR (80)4BR (22)	246	199	22	76	93
23	Stoddert Terrace	155 Ridge Road, SE WDC 20019	7	2BR (8), 3BR (57), 4BR (65), 5BR (28)	158	132	93	37	43
50	Sursom	1140 North Capital St. NE WDC	6	3BR (3), 4BR (22), 6BR (3)	28	14	9	2	1
24	Syphax Gardens	1501 Half St. SW WDC 20024	6	2BR (126), 3BR (48)	174	146	75	24	42
91	The Villager	2700 Jasper St., SE WDC 20020	7	1BR (5), 2BR (15)	20	17	9	6	5
36A	Woodland Terrace	2311 Ainger Pl., SE WDC 20020	8	1BR (36), 2BR (42), 3BR (79), 4BR (39), 5BR (25), 6BR 13)	234	168	94	30	45

District of Columbia Housing Authority  
 Monthly Performance Dashboards  
 January 2022

<b>Waiting List Dashboard Summary</b>		
<b>January 2022</b>		
<b>Indicator 1: Waiting List Size*</b>		
Current Month	Previous Month	Indicator
38,938	40,724	Total Unduplicated Waiting List
37,160	37,170	Housing Choice Voucher Waiting List
24,368	24,398	Public Housing Waiting List
21,727	21,743	Mod Rehab Waiting List
<p>*Note: Although the waiting list is closed, there are instances where applicants previously removed from the waiting list may be reinstated. As a result, the size of the list may grow incrementally from month to month. This month's data reflects new waitlist management procedures which caused some data shifts.</p>		
<b>Indicator 2: Preference Category Size</b>		
Current Month	Previous Month	Indicator
<b>Housing Choice Voucher</b>		
22,740	22,779	Homeless
70,984	80,995	All Other (Rent Burden, Homeless, Displaced due to Domestic Violence, etc.)
3,205	1,739	Blank/No Preference
<b>Public Housing</b>		
21,221	12,246	Emergencies (Rent Burden, Homeless, Displaced due to Domestic Violence, etc.)
24,368	31,063	All Other
10,894	12,948	Working Families - Employed/Training
5,197	4,292	Elderly
1,044	6,498	Disabled
<b>Mod Rehab</b>		
15,718	14,769	Homeless
43,199	50,811	All Other (Rent Burden, Homeless, Displaced due to Domestic Violence, etc.)
2,070	814	Blank/No Preference
<p>Note: Preference counts include applicants who marked more than one preference category. Preferences are not verified until an application reaches the top of the waiting list. New preference categories were added to Yardi in April 2021 causing shifts and additions to the categorization. This month's data reflects new waitlist management procedures which caused some data shifts.</p>		
<b>Indicator 3: Application Year Being Pulled</b>		
Current Month	Indicator	
March 2005	Public Housing Waiting List	
January 2004	Voucher Waiting List	
<p>Note:</p>		

**600 SITE BASED PROPERTY MAINTENANCE**

1

## **610 Site Based Property Maintenance Under the Direction of the Property Manager**

### **610.1 Components**

- A. The key components of Site Based Property Maintenance are:
- the Sector Maintenance Program, see Section 640 for further information,
  - response to work orders and emergency work orders; the response to routine work orders should become less time consuming as the Sector Maintenance Program is effectively implemented, see Chapter 700 for further information,
  - vacant unit refurbishment, see Section 630 for further information,
  - inspection of systems and common areas and the implementation of a preventive maintenance program for them, see Section 650 for further information,
  - maintenance of grounds and landscaping, and
  - planning for systems replacement and necessary capital improvements, see Section 810 for further information
- B. The Property Manager is responsible for directing the site maintenance staff and bringing in necessary additional maintenance and technical assistance resources to ensure that all of these components are successfully completed. This will keep the property in good condition, achieve excellent HQS inspections, provide a decent safe and sanitary home for the residents of the property and protect a valuable housing resource.

### **610.2 Resources Available**

- A. Each property has a complement of Maintenance Mechanics, Laborers and Maintenance Foremen assigned to it. These maintenance staff people work under the direction of the Property Manager. At properties which are assigned a Maintenance Foreman, the other maintenance staff report to the Property Manager through the Maintenance Foreman.

Each Maintenance Mechanic and laborer is assigned to a sector of the property and has full responsibility for maintaining that portion of the property. The Maintenance Foreman is responsible for assuring the availability of the necessary materials and equipment, for assuring effective productivity levels for each maintenance staff person, for assuring quality control and for participating in long range planning efforts, drawing on his/her extensive knowledge of property conditions.

- B. The regional maintenance staff is composed of specialized journeymen trades people, available as assigned and scheduled to complete tasks beyond the capability of the site based maintenance mechanics. They are assigned and scheduled through work orders at weekly scheduling meetings. See Section 840 for further information.
- a. Regional maintenance staff are also available for short term replacement of absent site based maintenance staff in order to assure that the triannual inspect and repair visits of the Sector Maintenance Program remain on schedule at all properties.
- C. The Regional Maintenance Superintendent is available to provide technical assistance on difficult maintenance issues at the properties and the Director of Facilities Management is available to:
- assist with contracting out tasks that are funded through CGP or other sources, and
  - work with the Property Managers and Maintenance Foreman in developing maintenance and capital replacement plans for each property and all their systems.

## **630 MANAGEMENT OF VACANT UNIT REFURBISHMENT**

### **630.1 Overview**

- A. The process of refurbishing and reoccupying a vacant unit can be divided into three stages; as HUD does for the purposes of PHMAP calculations. The responsibility of the Site Maintenance staff for the quick and efficient turnaround of a unit from vacant to occupied is primarily in the middle stage of the process--the Make Ready Time. Make Ready Time begins when the Move-Out inspection of the vacant or soon to be vacant unit is complete, the necessary scope of work needed has been determined and provided to the Maintenance Control Center on an HQS inspection form and a Make Ready Work Order has been issued.
- B. The Property Manager shall inspect, or designate the Maintenance Foreman or other maintenance staff to inspect, a vacant, or soon to be vacant, unit as soon as possible to determine the work necessary to ready the unit for reoccupancy.
- For a unit in which the resident gives the required 30 days notice of intent to vacate, the inspection (the "Move-Out Inspection") should be completed with the resident on the day s/he moves out. When this occurs, the HQS form and work order request should be submitted to the MCC immediately and a Make Ready Work Order can be issued the morning after the resident moves out. This will make the Down Time --the period from when the unit is vacated until when the repair work starts-- equal to 0 days.
  - For units that are found to be vacant, or for which the resident gives no notice, the goal is to have completed the unit inspection and generated a Make Ready Work Order within 2 days of having completed the Vacancy/Transfer Transmittal Form that changes the unit status to vacant.
- C. The inspection (Move-Out Inspection) is to be completed using an HQS inspection form which shall be clearly labeled as a Vacancy Inspection and a copy forwarded to the MCC for the generation of a Make Ready Work Order. In preparing for the inspection, the Property Manager or designee will pull all outstanding work orders for the unit, note the necessary work on the HQS form and arrange to have the outstanding work orders closed administratively. MCC shall return a Make Ready Work order no later than the morning following the receipt of the completed HQS inspection form.

- D. If the work can not be started immediately, or if the work required is extensive and thus time consuming, maintenance staff must remove the appliances to the designated secure storage area on the property and secure the windows and doors completely.
- E. In preparing to commence the work, the Maintenance staff will review the Make Ready Work Order and make arrangements to have all necessary materials and tools available when the work starts. The Maintenance Foreman will schedule a start date for the work and project a completion date. Maintenance staff will also determine if any of the work required is beyond the capability of the site staff and generate work requests for specific tasks to be submitted through the AWOS system to the Regional Maintenance Superintendent. These requests must provide a date on which the unit will be ready for the work required of the Regional staff. See **Section 810.1 Completing Work Beyond the Capacity of Site Crews** for more information on this procedure.
- F. Based on the projected completion date of the unit, the Property Manager will:
- request information sheets on eligible applicants to reoccupy the unit from Client Services so that the Property Manager can show the unit to potential residents just prior to completion and have a resident ready, as soon as the Foreman has certified that the unit is ready, to complete the Move-In Inspection with the Property Manager which can also serve as the Property Manager's Acceptance Inspection.
  - arrange for appliances to be delivered as needed, when the unit is ready for occupancy

Careful scheduling and adherence to the schedule will reduce the time necessary to complete the third stage of the refurbishment and reoccupancy process--Lease Up Time. Lease Up Time should average no more than four days.

### 630.2 Move-Out Inspection

- A. The Move -Out Inspection is completed with the resident on the day s/he moves out. The inspection is recorded on an HQS inspection form. Prior to the inspection all outstanding work orders for the unit are pulled and the work seen to be necessary from the information on the work orders is recorded on the HQS form and verified during the inspection. The outstanding work orders are then closed administratively and work determined to be necessary is recorded on the

inspection form for inclusion in the Make Ready Work Order.

- B. For units vacated with no notice, the Property Manager will complete a Vacate/Transfer Transmittal Form and forward it to the regional Office of Housing Management, as soon as s/he is aware that the unit is vacant and arrange for a Move-Out Inspection as soon as possible.
- C. The time between when a unit is classified as vacant and when it is assigned to the Site Maintenance staff through a Make Ready Work Order is recorded for PHMAP purposes as Down Time. It is one of the three components of Turnaround Time. The average Down Time should be no more than two days.
- D. During the Down Time, in addition to the inspection, the start and projected completion of the work should be scheduled, the appliances should be removed to a secure location, any requests for Regional staff assistance should be made through the MCC and the weekly scheduling meetings with the Regional Maintenance Superintendent (see 810.1) and the necessary materials assembled. If Down Time is expected to be more than two days, the unit door should be barred and the windows boarded up.

### **630.3 Make Ready Work Order**

- A. The issuance of the Make Ready Work Order marks the beginning of Make Ready Time, during which the Maintenance staff have lead responsibility for insuring a quick turnaround of the unit.
- B. All work completed and materials used in the unit by the Site staff in order to make the unit ready for the next resident will be recorded on the Make Ready Work Order. If there is work beyond the capability of the Site Mechanic that is needed from the regional staff it shall be requested on an individual work order for each trade required.
- C. When the Regional staff completes a task for the Site crew, the Property Manager or designee will sign the work order to indicate that the work was completed to his/her satisfaction and that he/she accepted it.
- D. Upon certification from the Maintenance Foreman that all the work in a unit is complete, the Property Manager will complete an Acceptance Inspection. See **630.5 Acceptance of a Vacant Unit**
- E. The Make Ready Work Order can not be sent to the MCC to be closed until the

Property Manager has completed the Acceptance Inspection and signed a *Vacant Unit Readiness Certification* form. The closing of the Make Ready Work Order marks the end of the Make Ready Time. The average Make Ready Time for a vacant unit should not exceed 15 days. Vacant units that are projected to require more than 15 days to complete because the work required is so extensive or is the result of a significant systems problem, should be brought to the attention of the Regional Director of Facilities Management for possible assignment to a capital program.

#### **630.4 Lease up Time**

- A. Accurate scheduling of the start date and the projected available date is key to keeping the Lease up Time as short as possible. If the Property Manager can rely on the schedules prepared by the Maintenance Foreman s/he will be able to request applicant information sheets, arrange to show the unit and make move-in date commitments to a potential resident that will allow the unit to be occupied as soon as it is available.
- B. As soon as the Property Manager knows that the unit is approaching 75% completion s/he should request applicant information sheets from Client Services and begin scheduling showings of the unit at 75% completion.
- C. If new appliances are required, they should be requisitioned to arrive on the move-in date of the new resident. See **Section 330.4 Execution of Lease**
- D. Lease-up Time starts as soon as the Make Ready Work Order is closed. When the Property Manager signs off on the unit after an Acceptance Inspection, s/he should submit a *Vacant Unit Readiness Certification* form to the Regional Office of Housing Management changing the unit status to Available. Lease-Up Time ends when the status of the unit is changed to Occupied, when a lease-up package is submitted to the Regional Office of Housing Management. Lease-up Time should not exceed an average of Four days.

#### **630.5 Acceptance Inspection**

If a vacant unit has been repaired by a site based crew:

- A. While a vacant unit is being repaired, the Property Manager is expected to check on the unit during daily inspections of the property to ensure work is progressing appropriately.

- B. Once the Property Manager has been notified by the Maintenance Foreman/Mechanic that a unit is ready to be reoccupied, the Property Manager shall conduct an Acceptance Inspection of the unit with the Maintenance Foreman, using the HQS inspection form.
- C. If any HQS deficiencies are noted, the Property Manager may not accept the unit and the Make Ready Time continues.
- D. If there are no HQS deficiencies, but there are punch list items to be completed, the Property Manager shall sign the HQS form and the *Vacant Unit* Readiness form, and submit the Make Ready Work Order to the MCC for closing, requiring that all the punch list items be completed by the end of the day.

If unit was repaired by a contractor:

- A. Once Director of Facilities has notified the Property Manager that the unit is ready, the Property Manager shall inspect the unit with a representative of the contractor, the DCHA Project Manager and the Maintenance Foreman/Mechanic.
- B. If the unit is complete, including all punch list items, the Property Manager shall sign to accept the unit. The inspection shall be based on the contract scope of work. The Contractor is responsible for completing all the work according to the contract documents including punch list and clean up items.

#### 630.6 Follow up

- A. The Property Manager shall complete a Move-In Inspection with the new resident. See **Section 330.2** for more information.
- B. Once the fax of the closed Make Ready Work Order has been returned from the MCC, the Property Manger shall file it in the unit file along with copies of the former outstanding work orders that have been closed administratively.
- C. The Maintenance Foreman shall compare the length of time it actually took to complete the work to the time that had been scheduled looking for ways to improve efficiency, coordination and scheduling accuracy.

## 640      SECTOR MAINTENANCE PROGRAM

### 640.1 Overview

- A.     The Sector Maintenance Program is a system for dividing each DCHA development into geographically identifiable clusters of buildings and units ("sectors") in order to assign the maintenance responsibilities for each sector to a team composed of a maintenance mechanic and at least one laborer. It is also a program for systematizing the preventive maintenance requirements of each property through a cycle of triannual inspect and repair visits made to each unit by the mechanic assigned to the sector. During these inspect and repair visits the maintenance mechanic is expected to:
- complete an inspection of the unit for compliance with Housing Quality Standards ("HQS inspection")
  - complete the repair work found to be necessary as a result of the HQS inspection unless that work is beyond the capability of the mechanic
  - complete a preventive maintenance inspection and the necessary preventive servicing of the electrical and mechanical equipment, fixtures and appliances in each unit.
- B.     The laborer(s) assigned to each sector is responsible for bulking out vacant units and final cleaning before returning them to occupancy, assisting the maintenance mechanic and for all the common area janitorial activities and grounds maintenance including grass mowing, lawn and garden upkeep, and policing for litter.
- C.     The maintenance mechanic is also responsible for refurbishing vacant units in his/her sector. For repairs needed in a unit that are beyond the skills of the mechanic, s/he may draft a work sheet for review by his/her foreman to request the assistance of the regional maintenance staff in completing specific tasks. For further information see **630 Management of Vacant Unit Refurbishment** and **840 Regional Maintenance Crews Work Procedures**.
- D.     The Sector Maintenance Program of triannual inspect and repair visits to each unit, including non dwelling units, by the maintenance staff, scheduled through cyclical periodic preventive maintenance work orders:

- allows the daily work load of the maintenance staff to be more predictable as repairs needed in a unit are discovered before they become problems called in as a work order by a resident
- allows routine work orders to be repaired and closed out during the regular inspect and repair visits and allows problems to be repaired before they become work orders so that a work plan can be developed rather than providing maintenance on a purely reactive basis.

#### **640.2 Triannual Inspect and Repair Procedures**

- A. All units in a development that are not scheduled for demolition or redevelopment are scheduled by the Property Manager for inspection and repair three times per year. This schedule is provided to the Maintenance Control Center to be entered into the Automated Work Order System. Once the schedule has been entered into the AWOS system, the Property Manager cannot request a schedule change without the approval of the Regional Administrator with the recommendation of the Area Manager and the regional Director of Housing Management.
- B. The schedule will be used by the MCC to transmit Inspect and Repair work orders to the Properties one week before the week in which the units are scheduled for Inspect and Repair visits. The Inspect and Repair work orders will be transmitted to the properties by midnight on Sunday of the prior week. On Monday the Property manager will print the Inspect and Repair work orders and assign them according to Sector to the applicable Maintenance Mechanics.
- C. During the week prior to the scheduled Inspect and Repair visit, the Property Manager will provide all the required Notices of Intent to enter to the residents whose units will be visited the following week.
- D. During the week prior to the scheduled Inspect and Repair visit, the Maintenance Mechanic will pull all outstanding Work Orders for the units scheduled to be visited to determine the tools, equipment and materials needed. Mechanic will verify the availability of materials needed, collect materials needed that are not available at the site from other locations and place requisitions for materials need that are not in the DCHA stock catalog.
- E. On the scheduled day of the Inspect and Repair visit, the Maintenance Mechanic will arrive at the unit within the time specified in the notice to the resident. S/he

will:

- complete the outstanding work orders within his/her capability;
- complete an HQS inspection and record the findings on an HQS form;
- complete the planned triannual dwelling unit preventive maintenance procedures as listed in the approved maintenance plan for the property; an example is attached at the end of this section;
- complete any preventive maintenance assigned to the site staff in the approved maintenance plan that is required less frequently than triannually when it is required;
- complete repairs found to be needed as a result of the inspection, that are within the capability of the mechanic.

F. The triannual Inspect and Repair visit is scheduled for planning purposes to take two hours to complete; this is only an average. Some units will be able to be completed in less time; some will require more time. Do not stop work in a unit merely because two hours has elapsed. Complete as much work as possible in each unit before leaving it while still being able to complete all units on schedule.

### 640.3 **Recordkeeping, Signatures and Follow-up**

- A. The Maintenance Mechanic will complete the following forms at the completion of the Inspect and Repair visit:
- the outstanding work orders for which work was completed during the Inspect and Repair visit, providing all necessary information and prepare them for closing;
  - list all work not on an outstanding work order, that was completed during the visit, on the Inspect and Repair work order work sheet, including materials used;
  - record work that s/he was not able to complete during the inspect and repair visit on the HQS form for delivery to the MCC to be opened as new work orders.

- B. Upon completion of the Inspect and Repair visit, the Mechanic will have the resident sign the work sheets of the completed outstanding work requests, the HQS form and the Inspect and Repair work sheet. If the resident is not available, the Property Manager must visit the unit and inspect the work before signing the work sheets of any outstanding work orders that were completed, the HQS form and the Inspect and Repair work order work sheet. In so doing s/he is certifying that the work was completed by the Mechanic in a satisfactory manner.
- C. If repairs were necessitated by more than ordinary wear and tear, the Mechanic will determine if charges to the resident are applicable. The Mechanic will notify the Property Manager when s/he charges a resident for damages to the unit. See 540, Rent Collection and other Tenant Charges for further information.
- D. The MCC will generate new work orders from the work needed recorded on the HQS forms. The new work order numbers will be recorded by the MCC on the HQS form before returning it to the Property Manager. The Maintenance Mechanic should alert the Maintenance Foreman and Property Manager to those tasks that require specialized skills so that they can request the assistance of a Regional Maintenance crew member at the weekly scheduling meeting. See Section 840 for further information.
- E. The Property Manager will forward one copy of the HQS inspection form to the MCC as described in D. above and place one copy in the annual inspection notebook for the entire property. When the MCC returns the HQS form after generating necessary work orders, the Property Manager will file it in the unit file.

#### 640.4 Monitoring Completion

- A. Weekly, ITD will provide a report for each property listing all Inspect and Repair work orders scheduled, opened, and closed. This report will be forwarded to the Property Manager and to the regional Director of Housing Management.
- B. Monthly, ITD will generate a report for each property listing the percentage of work orders scheduled for the month that were completed. This percentage should be 100%. This number is only a summary since the Property Manager should have known the status of completion from the weekly reports and already taken corrective action.
- C. The Property Manager may monitor the completion rate of the property by accessing the Work Order Module and requesting a report on work orders with

priority code "9" (cyclical) or the task code "5500" (inspections).

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES

FREQUENCY: TRI-ANNUAL

ESTIMATED MAN-HOUR REQUIREMENTS: 2.0

### MAINTENANCE ACTIONS:

#### I. KITCHEN

##### A. Sink

1. Check operation of water shut-off valves.
2. Check operation of faucets - leaking and tightness, repair as required.
3. Check and clean aerator.
4. Check drain, trap and waste arm for leaks or deterioration. Tighten or repair as required.
5. Check sink / basket strainer, replace as required.
6. Check water supply lines for leaks or deterioration.
7. Apply liquid drain cleaner.

##### B. Garbage Disposal

1. Check operation of unit. If inoperable, report for repair or replacement.
2. Check switch for proper operation, replace switch and switch cover plate, if required.
3. Check garbage disposal connection to waste system for leaks, tighten or repair as required.
4. Check electrical connection to garbage disposal.
5. Check condition of basket strainer, replace as required.

##### C. Cabinets and Shelves

1. Check general condition of cabinets, shelves, and countertops. Report missing shelves, broken cabinets or damaged countertops.
2. Tighten latches, hinges, and knobs as required.
3. Check operation of cabinet doors, adjust as required.
4. Lubricate hinges.

##### D. Range Electric

1. Turn on all surface elements, check for operation. Replace burnt out or non-operating elements.
2. Turn on oven and broiler, check for operation. Replace oven and / or broiler element as required.
3. Check all connections to surface heating elements and switches.
4. Check wires and connections at power source. Ensure stove is properly grounded.
5. Replace missing knobs as required.

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES (CONT.)

6. Tighten handles as required.
7. Check operation of oven door and adjust, if required.

### E. Range Gas

1. Light all burners, check for proper flame.
2. Light oven and broiler, check for proper flame.
3. Check and clean all orifices as required.
4. Check flash tube alignment.
5. Check pilot light and gas pressure.
6. Check all connections for leaks.
7. Replace missing knobs as required.
8. Tighten door handles as required.
9. Check operation of oven door and adjust, if required.

### F. Refrigerator

1. Check door for alignment and tightness of fit. Adjust as required.
2. Check temperature control for operation.
3. Check interior light, replace if required.
4. Check for missing, broken or bent shelves. Replace as required.
5. Check all shelf supports, tighten or replace as required.
6. Vacuum underside of box and coils at rear of box.
7. Check electrical connection and condition of power cord. Repair as required.
8. Check drain line and drain pan.

### G. Range Hood

1. Check fan/light control switch for operability. Repair or replace as required.
2. Check light, replace if required.
3. Check operation and speed of exhaust fan. Check for unusual vibration/noise.
4. Clean fan blade and motor, if accessible.
5. Clean or exchange filter.

### H. Exhaust Fan

1. Check switch for operation.
2. Check speed and operation of fan.
3. Check for vibration or unusual noise.
4. If accessible, clean fan blade and motor.
5. Lubricate fan motor components, as required.

### I. Washer and Dryer Hookup

1. Check outlets for polarity and operation.
2. Ensure outlet firmly fastened to wall.
3. Check outlet cover for cracks, missing or broken, replace as required.
4. Check water faucets for leaks.
5. Check drain and dryer vent.

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES (CONT.)

### II. BATHROOM

#### A. Tub and Shower

1. Check operation of faucets, leaking and tightness. Repair as required.
2. Check operation of mixing valve system, if installed. Adjust as required.
3. Check operation of bath spout diverter. Adjust as required.
4. Check condition of shower head, replace if required.
5. Check operation of drain and bath waste assembly. Adjust as required.
6. Check general conditions of tub - chipping, glazing, or damage. Report significant problem.
7. Apply liquid chemical drain cleaner.
8. Check tightness of handicap rails and tighten as required.
9. Check caulking around tub.

#### B. Tub

1. Check operation of faucets, leaking and tightness. Repair as required.
2. Check operation of drain and bath waste assembly. Adjust as required.
3. Check general condition of tub. Report damage tub or glazing requirements.
4. Apply liquid chemical drain cleaner.
5. Check tightness of handicap rails and tighten as required.
6. Check caulking around tub.

#### C. Shower

1. Check operation of faucets, leaks and tightness. Repair as required.
2. Check operation of mixing valve assembly. Adjust as required.
3. Check drain.
4. Check shower stall door, if installed. Adjust as required.
5. Check handicap rails for tightness, tighten as required.
6. Apply liquid chemical drain cleaner.
7. Check caulking around shower.

#### D. Cabinet/Mirror/Accessories

1. Check cabinet attachment to wall, tighten as required.
2. Check general condition of cabinet, door operation, shelves, and mirror.
3. Check hinges and lubricate as required.
4. Check conditions of mirror, broken, cracked, missing. Replace as required.
5. Check towel bar, soap dish, toilet paper dispenser, etc.

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES (CONT.)

### E. Vent Fan/Heating Unit

1. Check switch for operation, replace if required.
2. Check operation and speed of exhaust fan, check for vibration or unusual noise. Clean fan blade and motor.
3. Check timer switch on heat unit. Repair or replace, if required.
4. Check heat unit operability and fan operation. Report non-working units.

### F. Commode

1. Inspect fixture for general condition and fastening to the floor. Tighten as required.
2. Check operation of water shut off valve.
3. Check seat and hardware, tighten or replace seat as required.
4. Check flush-o-meter operation, ensure proper water level, operation of float, flush handle, and shut off valve. Adjust as required.
5. Check for leaks around commode area.
6. Check water supply line for leaks or deterioration.
7. If installed, check handicap handrail for tightness, tighten as required.

### G. Lavatory

1. Check operation of water shut-off valves.
2. Check operation of faucets, leaking and tightness. Repair as required.
3. Check drain, trap and waste arm for leaks and deterioration, tighten or repair as required.
4. Check stopper mechanism for operability, and fit. Adjust as required.
5. Check water supply lines for leaks or deterioration.
6. Apply liquid chemical drain cleaner.

### H. Electrical

1. Check operation of light switches. Replace as required, replace broken or missing switch covers.
2. Check outlets for operability, check polarity. Replace outlet, if required or correct deficiency. Replace broken or missing outlet covers.
3. Check for missing or broken light globes, diffusers, or reflectors, and replace as required.
4. Check GFI outlets and circuits to ensure they are functioning properly. Replace if found defective.
5. Check electrical panel box for signs of corrosion, burning or heating. Report deficiencies immediately.

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES (CONT.)

### I. Hot Water Heater (Gas)

1. Check overall condition of tank for rust or deterioration. Report serious deterioration.
3. Check and test safety valve.
4. Inspect burner for proper flame, adjust as required.
5. Check pilot light.
6. Inspect condition of flue for tightness and clean.
7. Remove sediment by draining water from heater until it runs clear.
8. Set temperature control no higher than 120 degrees Fahrenheit.
9. Report needed repairs or replacement of unit, if necessary.

### J. Hot Water Heater (Electric)

1. Check overall condition of tank for rust or deterioration.
2. Inspect water piping for leaks.
3. Remove sediment by draining water from heater until it runs clear.
4. Check all electrical connections.
5. Set temperature control at 120 degrees Fahrenheit.
6. Report needed repairs or replacement of unit, if necessary.

### III. GENERAL INTERIOR

#### A. Gas Heating Unit

1. Change filter.
2. Vacuum and clean around heating unit and elements.
3. Ensure air intake areas are clear of foreign objects and material.
4. Check electrical connections.
5. Check gas connections for leaks.
6. Check for proper flame, adjust primary air nozzle as required.
7. Check plunger of main gas valve to ensure it is not sticking.
8. Check blower motor for vibration or unusual noise.
9. Check exhaust vent for proper draft.
10. Check and clean burners, if required.
11. Check general condition of panels for rust or need for painting.
12. Check cover panel for proper fit.
13. Clean and check thermostat.

#### B. Walls and Ceilings

1. Check general condition for cracks, holes, water stains and general damage.
2. Water stains, check for source of water infiltration.
3. Check ceramic tile walls for missing or cracked tile. Check condition of grout.

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES (CONT.)

### C. Floors

1. Check vinyl tile floors for missing, loose, or cracked tile.
2. Check ceramic tile floors for missing, loose, or cracked ceramic tile, check condition of grout.
3. Check for loose base boards, reattach.

### D. Stairs

1. Check for loose stair treads, reattach.
2. Check for loose hand rails, reattach.
3. Check general condition of stairs for cracks or other weakness.

### E. Carpet

Check general condition of carpet throughout hallways, recreation rooms, offices, and other common areas. Check for tears, raveling or pulls from floor fasteners or base board. Refasten, if possible, or report for work order.

### F. Windows and Window Hardware

1. Check general condition of windows and window frames. Check for broken, cracked or missing panes, pitted metal frames, deteriorated wooden window sills and frames, condition of glazing and caulking.
2. Check window lock operation, adjust or repair as required.
3. Open and close windows to check operation. Lubricate as required. Tighten operators as required.
4. Check window screens for torn or missing screens. Also, check screen hardware to ensure secure fit of screen.
5. Report all needed repairs.

### G. Doors - Exterior, Interior & Hardware

1. Check general condition of door and door frame for cracking or damage. Check kick plates, push plates, and weather stripping. Check glass for cracks and tightness to frame.
2. Check door latching and locking operation. Open and close door to check for difficulty in opening or closing. Check for loose door knobs and door pulls. Lock and unlock door. Lubricate lock.
3. Check and adjust door closures. Lubricate.
4. Lubricate door hinges.
5. Check door stops, tighten or replace.

## DWELLING UNIT PLANNED MAINTENANCE PROCEDURES (CONT.)

### H. Smoke Alarm

1. Conduct visual inspection and clean dust from elements.
2. Check circuit.
3. Test alarm
4. If unit fails, report immediately for repair or replacement.

### I. Distress Call System

1. Check to see system operates at main panel.
2. Ensure pull cord and chain are in good condition.
3. Ensure light above exterior apartment door functions.

### J. Radiator (Hot Water)

1. Check for leaks.
2. Ensure radiator valve is properly functioning.

### TOOLS & MATERIALS

1. Standard Tools - Basic
2. Tool group A

## 720 INTAKE PROCEDURES FOR WORK ORDERS

### 720.1 Overview

- A. While there is a general protocol for opening work orders, the exact process depends on the source of the request and the time of the day submitted. This section addresses both the general protocol and the instances where the procedures may vary.
1. Source of Request:
    - a. Resident (See Paragraph 720.2(A)—“Work requests submitted by a resident”)
    - b. DCHA staff (See Paragraph 720.2(B)—“Work requests submitted by site staff, other management staff or DCHA central office staff”)
  2. Hours of Operation:
    - a. Normal Business Hours (8:00am-4:00pm)
    - b. After Hours Operations (4:00pm-12:00am)
    - c. Answering Service Coverage (12:00am-8:00am—Monday-Saturday AND 3:00pm-8:00pm Saturday-Monday)
- B. Data entry procedures related to the MCC work request intake and work order generation processes are outlined in the manual for the electronic work order management system (See Appendix G—Maintenance Control Center).

### 720.2 Opening a Work Order by Source

- A. Work requests submitted by a resident.
1. If a resident submits a work request to the property management office, the Housing Manager, or designee, shall direct the resident to telephone the MCC directly or the Housing Manager, or designee, shall take the information from the resident and forward it to the MCC on the resident's behalf.
  2. Regardless of the means of submission to the MCC, the MCC shall document the work request into the electronic work order management system, generating a work order and corresponding control number (or work order number).

3. The MCC shall provide the control number to the person submitting the work request. The caller shall be directed to retain the control number and reference it if there is a need to call in at a later date concerning the same problem.
4. The MCC Communications Assistant (CA) shall ask the resident if Maintenance Staff may enter the unit to repair the problem if no one is at home. The CA shall note the caller's response in the electronic work order management system.
5. For work requests that are phoned in, the MCC generates the work orders and provides control numbers during the phone call unless the electronic work order management system is not accessible. **When the electronic work order management system is not accessible:**
  - a. Residents are referred by MCC staff to call their property management office to submit the request. The property will complete a hardcopy of a work order and perform the work. Property staff will forward the hardcopy of the work order(s) to MCC once the work is completed and MCC will generate and close out the work orders in the electronic work order management system once it is accessible.
  - b. MCC staff will create hardcopy work orders for work requests from mixed population and elderly only properties for issues related to heat, hot water and air conditioning. MCC will contact the designated contractor and notify the Housing Manager for these issues to initiate the work to be performed.

B. **Work submitted by site staff, other management staff or DCHA central office staff:**

1. Requests shall be submitted via phone, fax or interoffice mail to the MCC so that work orders can be generated. The MCC will enter the work request into the electronic work order management system to generate a work order and corresponding control number. MCC staff shall provide the person submitting the work request a control number.
2. In case the work request is the result of a unit inspection, the property staff shall submit to the MCC the *Inspection Form* with the needed work orders indicated or complete a *Work Request Worksheet* to generate work orders (See Appendix G—Maintenance Control Center).
3. For scheduled maintenance or inspection activities, regional management staff shall submit a schedule for timed generation of work orders (See Subsections 740.3—"Inspect and Repair Work Orders", 740.5—

“Scheduled Preventative Maintenance Systems Inspections” and 740.8—“Pest Control Work Orders”, and 740.9—“Housekeeping Inspection Work Orders” for further detail).

- C. The Housing Manager shall also assign work identified as necessary through MCC in order to maintain useful records of all work completed at the site.

### 720.3 Opening Work Orders for Work Requests Submitted During Normal Business Hours (8:00am-4:00pm)

- A. Work requests are received by the MCC primarily via telephone or fax, but MCC will accept requests submitted through interoffice mail or regular mail. However, the requestor must provide contact information in order for a work order to be generated. The work requests will be processed in accordance with the following procedures:
1. When a work request is received, the CA shall question the requester in sufficient detail to obtain an adequate description of the problem being reported and to determine the priority and level of work (See **Appendix G—Maintenance Control Center** for list of **Priority Codes**).
  2. The CA shall record all necessary information collected in the electronic work order management system.
    - a. For resident requests:
      - i. The CA will verify the following information as displayed in the electronic work order management system
        - resident’s name,
        - telephone number, and
        - address
      - ii. In addition, the CA will record the description of the problem.
    - b. For DCHA staff requests, the CA will obtain and record the name and telephone number of the requester.
  3. The CA will review all incomplete work orders for the affected unit/facility to ensure that the request is not a duplicate of an existing work order.
    - a. If it appears that the request is a duplicate, the CA shall confirm that the work has not been previously requested and completed.

- b. If the request is a duplicate, the CA shall verify the status of the request to see if it is still valid and make the necessary priority changes.
  4. The CA shall determine the priority of work requested.
  5. In the event the work request is being called in and the CA needs to perform additional research or get direction from the shift supervisor/Housing Manager, the CA shall:
    - a. Get the requestors phone number;
    - b. End the call;
    - c. Complete the required research/obtain direction; and
    - d. Call the requestor back to complete the transaction, whether it results in the generation of a work order or not. If a work order is generated, the requestor will be given a control number.
  6. The CA will give the requester the electronically generated control number and give self-help advice to the requester to lessen the problem until maintenance arrives.
  7. The CA shall print all Central Office work orders. If the work order is property related, the property shall print the work orders.
- B. Work requests resulting in the issuance of **Emergency** work orders (See **Section 740—“Types of Work Orders”**):
1. The CA shall immediately call the Housing Manager directly.
  2. The CA shall provide the Housing Manager with the following information:
    - a. Control number;
    - b. Name of requester;
    - c. Address of requester;
    - d. Telephone number of requester;
    - e. Description of the problem; and
    - f. Address of unit(s) affected (if different from the requestor's address).

**720.4 Opening Work Orders for Work Requests Received After Hours (4:00pm-12:00am)**

- A. Work requests deemed to be **Emergencies** are the only type of work orders to be generated by MCC during the hours of 4:00pm and 12:00am. The same intake procedure shall be followed for emergency work requests received during normal business hours (See **Paragraph 720.3(B)**). Requestors with work requests **NOT** determined to be emergencies shall be directed to call the MCC back during normal working hours to submit the request.
- B. Upon completion of work for an **Emergency** work order, the Housing Manager, or designee, shall **Soft Close the work order in the electronic work order management system, scan and e-mail the completed work order to the MCC on the next business day** (See **Subparagraph 730.1(A)(2)** for **Soft Close** detail). If the work order cannot be printed on site immediately, a blank work order will be used to record the work request. If the Housing Manager, or designee, are unable to **Soft Close** the work order, it will be forwarded to the MCC and the CA will complete the closed outs—**Soft Close** and **Hard Close** (See **Paragraph 730.1(C)** for **Hard Close** details). The CA will close out the work order in accordance with the electronic work order management system Procedure Manual (See **Appendix D—Maintenance Control Center and Section 730—“Work Order Close-out Procedures”**).
- C. Upon arrival the next business day, MCC staff shall review any emergencies called in after hours, check for faxed copies of the completed work orders, and follow-up with the appropriate property management staff to determine the status of the work.

**720.5 Opening Work Orders for Work Requests Received by the Answering Service**

- A. Calls are routed to an answering service between the hours of 12:00am-8:00am, Monday through Saturday morning and 3:00pm-8:00pm Saturday afternoon through Monday morning. Work requests deemed to be emergencies are the only types of requests to be taken by the answering service. The answering service, utilizing the **Priority Code List**, shall determine if a work request is an **Emergency**. Requestors with work requests not determined to be emergencies shall be directed to call the MCC back during normal working hours to submit the request.
- B. The Operator will obtain at least the following information:
  - 1. Name of requestor;
  - 2. Telephone number of requestor;
  - 3. Name of resident affected, if different than the requestor;
  - 4. Address of unit(s) affected; and

5. Description of problem, sufficiently detailed for the Housing Manager to make decisions concerning the priority of the request and the appropriate resources to respond.
- C. If the work order is an **Emergency**, the Operator shall call the designated Housing Manager at the number(s) listed on the **Agency Phone List**. If the Housing Manager is not available, the Operator will use the *Emergency Notification Protocol List* to contact the next appropriate DCHA staff member until someone is reached (See **Appendix G—Maintenance Control Center for Emergency Notification Protocol List**).
  - D. Once a DCHA staff person is contacted, the following shall take place:
    1. The Operator shall provide at least the information listed above, see **Paragraph 720.5(B)**, to the DCHA staff member contacted.
    2. The DCHA staff member contacted will contact the appropriate staff or contractor as necessary to eliminate or abate the emergency.
      - a. Upon elimination or abatement of the emergency, the Housing Manager will fax the completed work order and other pertinent documentation to the MCC on the next business day.
      - b. The CA will enter the work request to generate a work order and status it out appropriately—close it out if the work was completed or abated and generate a Non-Emergency work order if the emergency was only abated.
      - c. Contractors responding to work requests after hours will fax or deliver a copy of the *Business Work Order Form* or other documentation to the property at which the services were rendered (See **Appendix G—Maintenance Control Center**). The Housing Manager, or designee, will call in the information provided by the contractor to the MCC in order to generate a work order, and assign the appropriate staff. See **Subparagraph 730.1(A)(c)** for close out detail.
  - E. Upon arrival the next business day, MCC staff shall review any emergencies called in after hours, check for faxes of completed work orders, and follow-up with the appropriate property management staff to determine the status of the work.

## 730 WORK ORDER CLOSE OUT PROCEDURES

### 730.1 Closing the Work Order in the Work Order System

- A. The Housing Manager shall return all completed work order forms for completed work to the Maintenance Control Center (MCC) at the end of the day during which the work was completed.
1. The Housing Managers, or designees, shall scan completed work orders for submission via e-mail.
  2. The Housing Manager, or designee, shall **Soft-Close** completed work orders in the electronic work order management system. A **Soft-Close** includes entering the following information into the electronic work order management system:
    - a. Employee identification number (employee who completed the work);
    - b. The time the work was abated or completed;
    - c. A description of the abatement or completion activities; and
    - d. Materials used.
  3. In the case of **Emergency** work that is reported and completed/abated during After Hours and Answering Service coverage:
    - a. The Housing Manager shall fax the completed work order and other pertinent documentation to the MCC on the next business day.
    - b. The Communications Assistant (CA) shall enter the work request to generate a work order and status it out appropriately—close it out if the work was completed and assign a non-emergency priority code if the **Emergency** was abated although additional work is required.
    - c. In the event a contractor responds to the after hours work request, the contractor shall scan and e-mail or deliver a copy of the **Business Work Order Form** or other documentation to the property for which the services were rendered the next business day (See **Appendix G—Maintenance Control Center**). The Housing Manager, or designee, shall call in the information provided by the contractor to the MCC in order to generate and appropriately status-out the work order(s). The Housing Manager, or designee, will scan and forward a hard copy of the **Business Work Order Form** to MCC via e-mail.

- B. The CA shall review the work order for completeness.
- C. To finally close out (**Hard Close**) a work order, the CA shall:
  - 1. Enter the time records for labor;
  - 2. Enter the time records for the work performed; and
  - 3. Verify that the calculated closing date matches the date on the form completed at the site. If there is a difference in the calculated closing date and the date on the form completed at the site, the CA will follow-up with the Housing Manager. The CA will make the appropriate modification(s).
- D. Once these steps have been taken, the CA shall close the work order in electronic work order management system (See **Appendix G—Maintenance Control Center** for detail data entry procedures for closing out work orders).
- E. The CA shall return any incomplete work order(s) to the appropriate Housing Manager utilizing the *Work Order Transmittal Log* (See **Appendix G—Maintenance Control Center**). Any incomplete work orders will be clearly marked on the transmittal.
- F. To the extent feasible, the MCC will close out completed work orders containing all required information on the day received.

#### 730.2 Disposition of the Completed Work Order Form

- A. All completed work orders shall be stamped and initialed by the CA when the work order is hard closed in the system.
- B. The CA shall return completed and closed work order forms to the property, via inter-office mail, utilizing the *Work Order Transmittal Log*, to be placed in the appropriate unit files (See **Appendix G—Maintenance Control Center**).

## 740 TYPES OF WORK ORDERS

### 740.1 Emergencies

- A. When a life-threatening condition exists, it is considered an emergency. DCHA is required to abate or eliminate an emergency condition within 24 hours of it being reported. For Intake and Close-out procedures related to handling Emergency Work Orders, see **Section 720—“Intake Procedures for Work Orders”** and **Section 730—“Work Order Close-out Procedures”**.
- B. Among the issues considered emergencies are:
1. Electrical shorts with visible sparks and smoke;
  2. Electrical outages for senior citizens and persons with disabilities;
  3. Broken water pipes;
  4. Faucets that are broken and running full force;
  5. Water leaking through ceiling or walls;
  6. Sewage backing up into unit;
  7. Fire, tell caller to call 911;
  8. No flushable toilet in unit;
  9. No heat, during heating season when interior temperature is less than 68 degrees;
  10. No air conditioning, in Senior and Mixed Population buildings only and only when outside temperature is greater than 85 degrees;
  11. Inoperable smoke detector;
  12. Units which cannot be secured; and
  13. Gas leaks, tell the caller to call the gas company.

### 740.2 Routine Work Orders

- A. Routine work orders are generated when a problem has been identified for maintenance work to be performed via work request and it is not an **Emergency** as described above. Such problems are considered to be non-life-threatening.

- B. Routine work orders are generated when a resident or staff member calls the Maintenance Control Center (MCC) and identifies a problem in the unit or other DCHA facility. The work is scheduled according to the order in which the request is received or in conjunction with other work scheduled in the building or unit.
- C. Information including the work completed, the time, and labor used to complete the work is recorded on a *Work Order Worksheet* (See **Appendix G—Maintenance Control Center**). The necessary signatures are obtained and the completed worksheet is forwarded to the MCC by the Housing Manager, or designee, to be **Hard Closed** in the system (See **Section 730—Work Order Close Out Procedures**).
- D. In the event the work is being performed at the DCHA central office by Support Services staff, the completed work is recorded on a hard copy of the work order and returned to MCC to **Hard Close** the work in the system. In the event the work requires support from Regional Maintenance, DMA or an outside contractor, MCC is notified of the completed work by the DCHA office coordinating the completion of the work. MCC will **Hard Close** these work orders.
- E. Upon receipt, the Communication Assistant (CA) will review the worksheet for completeness, close the completed work order, and return it to the property (See **Section 730—“Work Order Close Out Procedures”**).

### 740.3 Inspect and Repair Work Orders

- A. The MCC will create work orders to be issued for each unit for scheduling yearly Inspect and Repair visits to each unit each year. The MCC shall enter cyclical work request schedules for each unit at every property prior to each fiscal year. These schedules are submitted to MCC by Housing Management (See **Section 640—“Inspect and Repair Program”**).
- B. The Housing Manager, or designee, will download from the electronic work order system the Inspect and Repair schedule monthly. The Housing Manager, or designee will generate a *Notice of Intent to Enter* for each unit on the schedule and generate corresponding work orders (See **Appendix F—Site-Based Property Maintenance**).
- C. The MCC shall only change the cyclical schedules when the Housing Manager submits a *Request to Modify the Schedule for Periodic Inspections* approved by the Regional Administrator with the recommendation of the Area Manager and the Director of Housing Management for the region (See **Appendix F—Site-Based Property Maintenance**).

- D. Upon receipt of the *UPCS Inspection Form* (See Appendix F—Site-Based Property Maintenance), the MCC shall:
1. Verify that there are no duplicated outstanding work orders. In the event there are, the CA shall perform an administrative close of the duplicate work order(s);
  2. Close out the outstanding work orders completed;
  3. Generate work orders for new items listed on the *UPCS Inspection Form*. The completed work items will be converted to Routine work orders and closed out; and
  4. Return the *UPCS Inspection Form* to the property after generating necessary work orders.

#### 740.4 Make Ready Work Orders

- A. When a resident moves out, the Housing Manager, or designee, shall complete a move-out inspection using a *UPCS Inspection Form*, identifying the work needed. The Housing Manager, or designee, shall submit a copy of the completed inspection form to the MCC.
- B. Upon receipt of the completed move-out inspection record, the MCC shall create a *Make Ready Work Order* listing all the work identified as needed in order for the unit to be reoccupied (See Appendix D—End of Tenancy).
- C. Once the work listed on the *Make Ready Work Order* is completed, the MCC shall pull up all work orders for the unit and administratively close the open work orders (See Section 400—“End of Tenancy”).

#### 740.5 Scheduled Preventive Maintenance Work Orders

- A. *Preventive Maintenance Work Orders* are those issued for scheduled maintenance procedures and systems inspections that are performed at regular intervals (See Appendix G—Maintenance Control Center). The schedules are submitted to MCC for entry into the electronic work order management system just prior to the start of each fiscal year based on collaboration between Housing Management and the Development and Modernization Administration (DMA).
- B. These types of work orders can be assigned to Site or Regional Maintenance Staff according to the adopted DCIA Preventive Maintenance Plan.
- C. The days necessary to complete *Preventive Maintenance Work Orders* are included with those of Routine or Non-Emergency work orders to calculate the

Average Number of Days for **Non-Emergency** work orders to be completed.  
However, Preventive Maintenance work orders are not included in the calculation.

#### 740.6 Janitorial Work Orders

- A. The MCC shall create one electronic *Janitorial Work Order* each fiscal year for each property in electronic work order management system (See **Appendix G—Maintenance Control Center and Section 1000—“Contracts and Procurement”**).
- B. *Janitorial Work Orders* are utilized as requisition forms for the request of janitorial supplies for use by the property staff.
- C. The Housing Manager, or designee, shall generate the *Janitorial Work Order* at the beginning of each fiscal year.

#### 740.7 Urgent Work Orders

- A. *Urgent Work Orders* are generated when a resident or staff member calls the MCC and identifies a deficiency in a unit that is **not life threatening, but requires prompt attention**. Examples of situations that would be classified as urgent include:
  - 1. Inoperable stove, with no gas related malfunctions;
  - 2. Inoperable refrigerator;
  - 3. No hot water;
  - 4. Partial electricity, with not sparking;
  - 5. Leaking roof;
  - 6. Damaged commode;
  - 7. Cracked windows; and
  - 8. Hole in floor.
- B. Information, including the work performed and time and labor used to complete the work, is recorded on the *Work Order Worksheets*; necessary signatures are obtained, the work order is electronically **Soft Closed** in the system and the completed *Work Order Worksheets* shall be forwarded to the MCC for **Hard Closing** in the system.

- C. After review for completeness, the CA shall **Hard Close** the work order and return the closed work order to the property. Urgent work orders are closed as routine work orders (See **Section 730—Work Order Close Out Procedures**).

#### **740.8 Pest Control Work Orders**

- A. Housing Management shall submit to MCC a schedule for pest control work to be entered in the electronic work order management system just prior to the beginning of the fiscal year.
- B. The Housing Manager will download from the electronic work order management system the Pest Control schedule monthly to coordinate visits by the appropriate contractor(s), to generate *Notices of Intent to Enter*, and to generate work orders.
- C. Once the work is completed, the Housing Manager, or designee, shall **Soft Close** the work order and submit (via e-mail) the work order and any related documentation to MCC to **Hard Close** the work order (See **Section 730—Work Order Close Out Procedures**).

#### **740.9 Housekeeping Inspection Work Orders**

- A. Housing Management shall submit to MCC a schedule for Housekeeping Inspections to be entered in the electronic work order management system just prior to the beginning of each fiscal year. (See **Section 570—Housekeeping Inspections**).
- B. The Housing Manager, or designee, will download from the electronic work order management system the Housekeeping Inspection schedule monthly. The Housing Manager, or designee, will generate a *Notice of Intent to Enter* for each unit on the schedule and generate corresponding work orders.
- C. Once the inspection is completed, the Housing Manager, or designee, shall **Soft Close** the inspection work order and submit (via e-mail) the work order and any related documentation to MCC to **Hard Close** the work order. If back-up information includes maintenance work discovered as needed or needed and completed, the CA will generate new work orders. For work completed during the inspection, the CA will **Hard Close** the completed work orders in the electronic work order management system.
- D. For new work identified, but not completed, during the inspection, the CA shall generate a new work order(s).

### 740.10 Information Technology Work Orders

- A. All DCHA computer related work requests shall be called into the MCC by DCHA staff to initiate the generation of a work order to be completed by the Information Technology Division.
- B. Once called into the MCC, the CA will generate a work order and provide the DCHA staff member a control number.
- C. The Information Technology Department will download all open work orders from the electronic work order management system and address work in priority order.

### 740.10 Work Codes

- A. DCHA has defined a method of categorizing work orders using the following codes:

Category	Code
Emergency	1
Urgent	2
Routine	3
Make Ready	6
Administrative Close-out	7
Deferred Maintenance	8
Cyclical	9

- B. Each type of work order discussed in this section is coded by category. For example, an Inspect and Repair work order is considered to be Cyclical. Therefore, has a category code of 9. The following is a listing of work order categories and corresponding codes for each of the work order types listed in this section.

- 1. Emergency
- 2. Routine
- 3. Inspect and Repair
- 4. Make Ready
- 5. Scheduled Preventive Maintenance
- 6. Janitorial
- 7. Urgent
- 8. Pest Control
- 9. Housekeeping
- 10. Information Technology

**800 FACILITIES MANAGEMENT**

## **810 Overview of the Role of Facilities Management in Property Maintenance**

The regional Facilities Management Office is responsible for overseeing the cyclical life of the buildings and building systems at DCHA in order to get the longest possible useful life of the DCHA physical facilities. As DCHA makes a transition to fully integrated facilities management at the regional level, the regional Facilities Management Office is responsible for highly skilled preventive maintenance and repairs, and providing input on maintenance and modernization planning and budgeting.

This Section has been written to provide the regional Facilities Management Director, Regional Maintenance Superintendent and the Regional Maintenance Crews with guidance in providing support to the Site Based Maintenance Crews. The main functions of the Regional Maintenance Crews are:

- to provide the site based maintenance mechanics access to regional crew members with expertise in the trades such as electrician, plumber, welder, painter and plasterer to complete repairs that are beyond the technical capacity of the site based maintenance mechanics.
- to serve as a pool of backup staff, available to a property to temporarily replace an absent maintenance mechanic in order to insure that the triannual inspect and repair work remains on schedule.
- to complete scheduled preventive maintenance inspections and tasks assigned, in adopted preventive maintenance plans, to the regional crews.

In the case of catastrophic events or severe, extreme deterioration of a unit, to the extent that it requires the expenditure of Comprehensive Grant funds in order to reconstruct it, a unit may be assigned to Facilities Management. In the majority of cases, however units will remain the responsibility of the Site Based Maintenance Crews with members of the Regional staff completing only specific tasks beyond the capacity or capability of the Site Based Crews.

In addition to supervising the Regional Maintenance crews, the responsibilities of the Director of Facilities Management and the Regional Maintenance Superintendent also include:

- being sources of technical support and assistance to the Property Manager and the site based Maintenance Foreman or Leader, and

- reviewing work order data, and inspection reports and performing regular on site physical assessments in order to recommend projects for the Comprehensive Grant Program.

The Site Based Maintenance staff and the Facilities Management staff will work together closely in completing the maintenance cycle for the structures and their systems that make up the inventory of DCHA property. The efficient management of DCHA facilities through the cycle of preventive maintenance, routine maintenance, and scheduled replacement requires that the site based staff provide the Regional Maintenance Foreman with complete information on the condition of a property's structures and systems and that the Director of Facilities Management structure the Five Year Action Plan and the Annual Statement according to the needs identified by the property staff.

### 810.1 Completing Work Beyond Capacity of Site Crews

- A. Regional Maintenance or Facilities Management support may be requested by a Property Manager if one of two situations exist. These are:
1. certain tasks necessary to allow the unit to pass an HQS inspection or to make a vacant unit inhabitable again are beyond the capacity of the Site Based Maintenance Crew and the tasks require the skills of a member of the Regional Maintenance crew; in this case, the unit remains the responsibility of the Property staff and the task assigned to the Regional staff must be completed as scheduled in the weekly scheduling meeting
  2. the unit as a whole requires a comprehensive reconstruction as a result of a fire, flood or other catastrophic occurrence and requires the expenditure of capital funds and assignment of the unit to a Facilities Management or other capital program or designation as uninhabitable; in this case the unit becomes the responsibility of the Facilities Management staff and it is not part of the adjusted vacancy rate calculation for PHMAP purposes

Regional Maintenance support or assignment of the unit to a Facilities Management or other capital program may be requested by a Property Manager or his/her representative in two ways:

1. In the case of specific tasks requiring the expertise of members of the Regional Crew to complete specific assignments identified by the site based crews as beyond their technical or workload capacity, the Property Manager may request the assistance of Regional staff through the Automated Work Order System.

2. When a Property Manager wishes to assign the unit to Facilities Management or other capital program s/he must send a memo to the Director of Facilities Management with an attached incident report or inspection form identifying the unit, describing the conditions and nature of reconstruction required with a copy to the Director of Housing Management and if appropriate to the Risk Manager.

B. The need for these tasks or designations may be identified as a result of:

- returning units to occupancy
- triannual inspect and repair work,
- completion of preventive maintenance tasks or inspections
- emergencies

C. Tasks referred to Regional Maintenance through the use of the Automated Work Order System will be reviewed weekly at a Scheduling Meeting to be convened by the Regional Maintenance Superintendent and to be attended by a representative of each property. At this meeting the workloads of all the crews will be assessed and the Regional Maintenance Superintendent will use his discretion to accept tasks as appropriate for the Regional Crew, or for contracting out and rejecting tasks that should be within the capability and capacity of the site based crews.

When a Property Manager refers a task to Regional Maintenance, it will be specified in detail on the Work Orders. Even though specific tasks have been referred to Regional Maintenance, Site crews will retain lead responsibility for the routine, non "capital" vacant units on each property.

D. When a Property Manager requests that a unit be assigned to Facilities Management or other capital program, the request must be approved by the Director of Facilities Management, in consultation with the Director of Housing Management. When the Director of Facilities Management has approved a request, s/he will complete a Vacate/Transfer Transmittal Form to change the status of the unit effective as of the date of the request memo from the Property Manager. *No units may be assigned a "capital" status without a Vacate/Transfer Form signed by the Director of Facilities for the appropriate region.*

## 810.2 Substituting for Absent Site Crew Members

A. Property Managers may request that a regional Maintenance Mechanic be

assigned to a property when a site based Maintenance Mechanic has been or will be absent from the property for more than one day. The substitute Maintenance Mechanic will be responsible for keeping the triannual inspect and repair process on schedule and for keeping the total turnaround time on routine vacant units at less than twenty one days.

- B. Property Managers will make this request through the Director of Housing Management, notifying him/her of the expected duration of the absence and specifying and justifying the need.

### **810.3 Technical Assistance to Property Management Staff**

The Regional Maintenance Superintendent will provide technical assistance to Housing Managers or Maintenance Foremen, when requested, in the following ways:

- in developing scopes of work for vacant units and determining which tasks will be the responsibility of the Regional Maintenance Crew;
- in trouble shooting and diagnosing the nature of a problem at a site and recommending the appropriate solutions

### **810.4 Using Property Maintenance Data for Capital Planning**

The Regional Maintenance Superintendent serves as the link between the in depth knowledge of a properties needs gained as a result of close involvement in the routine daily maintenance of the property and the Capital Planning efforts of Facilities Management. When the Regional Maintenance Superintendent and the Facilities Management Director do a good job of analyzing work order data to develop the Five Year Action Plan and the Annual Capital Budget a more efficient use of Capital funds will result. Capital budgets will be based on a strategic replacement or overhaul of selected systems at each property that keeps all properties functioning well at all times; rather than sporadic comprehensive modernizations of severely distressed properties.

## **830            RESPONSIBILITIES OF FACILITIES MANAGEMENT STAFF**

### **830.1 Overview**

The Facilities Management staff as a unit have the responsibility for using budgeted operating and Comprehensive Grant funds in the most efficient manner possible to increase the useful life of the physical facilities that provide the infrastructure for homes and neighborhoods for the residents of DCHA properties.

### **830.2 Regional Director of Facilities**

The Regional Director of Facilities will:

Report to the Regional Administrator. Directly supervise the regional Capital Program Manager; Administrative Supervisor and Budget Manager; and Maintenance Superintendent.

Recommend maintenance policies, procedures, rules and regulations, in conjunction with the Regional Director of Housing Management, which govern maintenance services to DCHA residents of his or her region in compliance with applicable federal and Washington, DC statutes, rules and regulations.

Develop, monitor and evaluate goals, objectives and standards of the services provided by the Regional Maintenance Crews and the Regional Maintenance Supervisor, to establish and measure levels of effectiveness, accomplishment of objectives, opportunities for program and personnel development, and resource allocation priorities.

Develop and administer practices of the Regional Maintenance Superintendent and the Regional Maintenance Crews that represent the effective and efficient utilization of regional maintenance program funds. Initiate, review and administer the maintenance budget for the Regional Crews in compliance with approved spending authorizations. Conduct periodic budget reviews to ensure proper and timely execution of approved budgets. Initiate and direct efforts to correct negative variances.

Direct and supervise the development of annual work plans for maintenance operations in the Regional Facilities Management Department. Develop staffing requirements and deployment plans necessary to ensure accomplishment of planned activities. Review the development of similar site based plans developed by the housing managers, and make recommendations to modify plans, as needed.

Maintain close liaison with other divisions and regions of the DCHA, to ensure effective coordination of maintenance planning and work accomplishment, and all necessary forms

of support and resources.

Review and make final determinations of assignments of vacant units in region to Facilities Management or other capital programs.

Coordinate with the activities of site-based maintenance staff. Maintain close liaison with:

- Director of Housing Management
- Director of Administration
- Housing Managers of the region

Act as the technical advisor to staff of the Facilities Management Department and ensure an effective complement of technical and supervisory skills and abilities among subordinates.

Ensure that staff receives proper training.

Perform periodic inspections of buildings, structures, grounds and utility systems to confirm the accomplishment of maintenance workload and the preventive maintenance program and satisfactory maintenance contract management and to develop capital needs assessment. Continually evaluate and make revisions as appropriate to the preventive maintenance program and capital needs plan.

Prepare the annual facilities inventory. Advise the Regional Director of Housing Management on capital budget strategies being considered by Facilities Management and of any particular problem areas, activities and/or events that may have an adverse impact on the successful accomplishment of maintenance operations.

Oversee the preparation of reports and presentations to Resident Councils, the public and the Housing Management staff, relating to facilities management operations and practices at DCHA.

Act as technical advisor to the Director of Housing Management. Provide technical guidance and direction in the accomplishment of the maintenance workload at the properties upon request of the Director of Housing Management.

Coordinate and work closely with the Regional Director of Housing Management to ensure the provision of timely, adequate, and appropriate facilities management services.

Advise staff on priorities, resources, constraints, problem areas and non-routine situations. Provide guidance on current facilities management practices and techniques.

Plan, schedule, and conduct staff meetings on facilities management programs to keep

staff informed on work related matters and to ensure effectiveness, efficiency and consistency in carrying out facilities management objectives.

Review applicants and choose candidate for positions reporting to the Director such as Regional Maintenance Superintendent, Administrative Supervisor and Capital Program Manager positions. Undertake or oversee personnel actions such as evaluations, promotions, transfers and disciplinary measures for these positions and in an advisory and review capacity for the other positions in Facilities Management according to the provisions of **Section 1100 Human Resources**.

### **830.3 Regional Maintenance Superintendent**

The Regional Maintenance Superintendent will:

Report to the Regional Director of Facilities. Directly supervise the Regional Maintenance Foremen leading the Regional Maintenance Crews.

Monitor and evaluate maintenance activities to measure levels of effectiveness, accomplishment of objectives, areas for program and personnel development and resource allocation priorities. Recommend staffing requirements and deployment objectives based on estimated workload.

Prepare a weekly work schedule for the Regional Maintenance Crews responding to work orders forwarded by the Site Based crews and completing required preventive maintenance tasks and inspections; determine which Site Based work requests are appropriate for the regional crews, which ones should remain the responsibility of the Site Based crews and which ones will require contracting out.

Coordinate with Facilities Management technical staff to contract with outside contractors as necessary to complete work or, upon approval of the Regional Administrator, assign tasks to a comprehensive capital improvement project.

Perform periodic reviews of work order requests and periodic inspection of buildings, structures, grounds and utility systems in order to prepare necessary maintenance reports providing capital replacement recommendations as part of capital budgeting process.

Inspect problem areas as identified through work requests from Housing Managers, to determine proper diagnosis of problem and appropriate remedial action and resources.

Coordinate and work closely with the Housing Managers and site-based Maintenance Foremen to ensure the provision of timely, adequate and appropriate maintenance services to DCHA residents.

Insure that Regional Maintenance Crews are dependable and keep to schedule or provide adequate notification of changes in schedules.

Provide technical guidance and direction to subordinates in the performance of regional maintenance workload. Ensure the appropriate configuration of technical and supervisory skills among subordinates.

Make recommendations to Regional Director of Facilities on training needs of staff.

Perform periodic inspections of buildings, structures, grounds and utility systems and work in progress, to confirm the accomplishment of maintenance work requests and the preventive maintenance plan and to ensure quality and safe work practices.

Advise the Regional Director of Facilities of any particular problem area, activities, and/or events, which may have an adverse impact on the successful accomplishment of maintenance operations.

Provide data and information requested by the Regional Director of Facilities necessary to prepare maintenance strategies, annual physical inventories, annual maintenance work plans or capital needs assessments and plans.

Provide technical assistance as requested by Housing Managers in the development of annual or monthly maintenance work plans for scheduled maintenance and preventive maintenance plans and in the preparation of annual maintenance budgets.

Plan, schedule and conduct staff meetings maintenance programs to ensure staff effectiveness, efficiency and consistency in accomplishing the regional maintenance objectives.

In consultation with the Director of Facilities make hiring selections for regional maintenance crews from among qualified applicants. Make recommendations for promotions, transfers and disciplinary measures. Conduct annual performance evaluations of Regional Maintenance Crews.

Work closely with Housing Managers and Site Based Foremen

#### **830.4 Regional Maintenance Crews**

The Regional Crews are comprised of electricians, plumbers, carpenters, painters, plasterers, welders and other specialized tradesmen, skilled maintenance mechanics and foreman determined to be necessary by the Regional Director of Facilities, within budget allowances, to support site based maintenance crews.

Members of the crews will complete the work orders assigned to them accurately,

effectively and efficiently demonstrating a high level of skill in their trade. They will maintain the schedule established weekly or provide their Foremen and the Regional Maintenance Supervisor with adequate notice if a prior task is taking longer to complete than expected, preventing them from moving on to the next task as scheduled.

They will inform the Site Based crew of any additional work they notice may be required in conjunction with a task assigned to the Regional Crew which may have been overlooked by the Site Based crew

**830.5 Capital Project Management Staff (Reserved)**

## 840 REGIONAL MAINTENANCE CREWS WORK PROCEDURES

### 840.1 Weekly Scheduling Meetings with Site Based Staff

- A. Throughout the week Housing Managers will forward work requests for the upcoming weeks to the Regional Maintenance Superintendent through the AWOS system. Each Work Order will indicate when the unit will be ready for requested task to be started and date by which it must be completed. These Work Orders should be submitted to the Regional Maintenance Superintendent as soon as the nature and schedule of the work is known.
- B. The Regional Maintenance Superintendent will review work requests as they are submitted to determine:

- whether task is an appropriate request or whether it is a task that should remain the property's responsibility

NOTE: If the Superintendent questions the validity of a request he/she will review workload of Site Based staff by reviewing recent work orders completed and outstanding work orders and by discussing request with Housing Manager

- whether task is within capacity/capability of Regional Crew or whether it should be contracted out

NOTE: If Superintendent determines that task should be contracted out he/she will consult with JOC staff or Mechanical Operations

- whether additional information is needed in order to accurately schedule work

NOTE: If additional technical information is needed, Superintendent should arrange with Housing Manager to visit unit; if additional information is needed because work order was inadequately completed, Superintendent should discuss this with Housing Manager

- C. If task is appropriate for and within capacity/capability of Regional Crew,

Superintendent shall attempt to schedule it according to time line requested in work order

- D. Superintendent will prepare draft schedule for the next two weeks, by the close of business on Thursday and present it at weekly Friday scheduling meeting to be conducted by Regional Superintendent, Regional Foremen and Housing Managers or their representatives. Schedule will be finalized at this meeting and distributed by close of business on Friday. Each meeting will review the schedule for the upcoming week and establish the schedule for the following week.
- E. Property staff will have unit ready for task requested of Regional Crews on date, at time Regional Crews are scheduled to begin work.
- F. Regional Crews will keep to schedule and arrive and complete tasks on schedule. If circumstances develop that will prevent the schedule from being adhered to, Regional Crews will notify Foreman and Superintendent as soon as possible. Superintendent will notify Housing Manager and establish new schedule.
- G. Weekly schedules for Regional Maintenance Crews will include preventive maintenance tasks assigned to Regional Crews in adopted Property Specific Preventive Maintenance Plans.
- H. When weekly schedule is final, on Friday, Regional Foremen should place orders for materials expected to be required for the upcoming week with Regional Contract Specialists.

#### **840.2 Monthly and Annual Work Plans**

- A. Prior to the beginning of the fiscal year, the Regional Maintenance Superintendent will prepare Annual Work Plans for each crew member assigning scheduled preventive maintenance tasks according to the Property Specific Preventive Maintenance Plans. These plans will be organized by the month and week and serve as the basis for the weekly scheduling of work requests referred to the Regional Facilities Office by the Housing Managers. As leave requests are approved they will be recorded in the work plans and as sick leave is used it will be recorded on the work plan.
- B. The annual work plan will serve as the template for developing the weekly work schedules incorporating both required preventive maintenance and referred work requests. The Maintenance Control Center will use the monthly work plans to generate weekly preventive maintenance work orders for the Regional Crews.

These work orders will be generated no later than Tuesday of the week prior to the week for which the work is scheduled so that they can be incorporated in the Weekly Schedule.

### **840.3 Preventive Maintenance**

- A. Site-Specific detailed Preventive Maintenance Plans have been developed and adopted for each DCHA property. The Preventive Maintenance Program requires that specific actions be performed as scheduled in these plans. Some of these actions are the responsibility of the Site Based Crews, some are the responsibility of the Mechanical Operations Crew and some are the responsibility of the Regional Crews. As described in Sections **840.1** and **840.2** above, the Regional Maintenance Superintendent will incorporate the actions assigned to the Regional Crews in the Annual and Monthly Work Plans and in the Weekly Schedules.
- B. It is essential that Preventive Maintenance tasks are performed as scheduled. Systems scheduled for Preventive Maintenance are essential to resident safety and health and a failure may result in the violation by DCHA of the law, codes or other legal requirements. It is far easier and more cost effective to complete regular preventive maintenance and thus prolong the useful life of a system than it is to be required to replace it prematurely.

### **840.4 Quality Control**

- A. The Housing Manager or a representative will sign a work order completed by a Regional Crew member to indicate that it was completed to his/her satisfaction and that he/she has accepted it.
- B. The Regional Foreman will inspect 10% of the work completed by his/her crew while it is in progress, before it is closed in and upon completion. He/she will note the work order number of the tasks inspected and file his/her report according to staff person completing the task. These reports will be used in the annual evaluation of the members of the Regional Maintenance crews.

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
20140408	DC Housing Authority Police	10/1/2020	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1336 D STREET SE	1D	107	Cleared By Arrest
20140462	DC Housing Authority Police	10/1/2020	Other Crimes	Attempted - Attempts To Commit Crime.	205 K STREET SW	1D	105	Open
20140917	DC Housing Authority Police	10/3/2020	Simple Assault	Simple Assault	410 M STREET SE	1D	106	Open
20140917	DC Housing Authority Police	10/3/2020	Damage to Property	Destruction Of Property Less Than \$1000	410 M STREET SE	1D	106	Open
20141361	DC Housing Authority Police	10/3/2020	Other Crimes	Unlawful Entry	461 H STREET NW	1D	101	Cleared By Arrest
20141361	DC Housing Authority Police	10/3/2020	Assault on a Police Officer	Resisting Arrest	461 H STREET NW	1D	101	Cleared By Arrest
20143124	DC Housing Authority Police	10/6/2020	Other Crimes	Unlawful Entry	226 51ST ST NE	6D	602	Cleared By Arrest
20143647	DC Housing Authority Police	10/7/2020	Robbery	Robbery	4430 G STREET SE	6D	604	Suspended
20143647	DC Housing Authority Police	10/7/2020	Robbery	Robbery	4430 G STREET SE	6D	604	Suspended
20144161	DC Housing Authority Police	10/9/2020	Damage to Property	Destruction Of Property Less Than \$1000	228 50TH STREET NE	6D	602	Open
20144504	DC Housing Authority Police	10/9/2020	Simple Assault	Simple Assault	2301 11TH STREET NW	3D	304	Open
20144777	DC Housing Authority Police	10/10/2020	Traffic Violations	Reckless Driving	4942 EADS PLACE NE	6D	602	Cleared By Arrest
20144777	DC Housing Authority Police	10/10/2020	Traffic Violations	Permit Suspended-oas	4942 EADS PLACE NE	6D	602	Cleared By Arrest
20144823	DC Housing Authority Police	10/10/2020	Traffic Violations	Reckless Driving	4820 TEXAS AVENUE SE	6D	603	Open
20144823	DC Housing Authority Police	10/10/2020	Weapon Violations	Possession Of Unregistered Ammunition	4820 TEXAS AVENUE SE	6D	603	Open
20144823	DC Housing Authority Police	10/10/2020	Traffic Violations	Flee Law Enforcement Officer	4820 TEXAS AVENUE SE	6D	603	Open
20144823	DC Housing Authority Police	10/10/2020	Release Violations/Fugitive (Fug)	Tampering Of Gps Device	4820 TEXAS AVENUE SE	6D	603	Open
20145320	DC Housing Authority Police	10/11/2020	Robbery	Armed Carjacking	713 13TH STREET SE	1D	106	Suspended
20146340	DC Housing Authority Police	10/13/2020	Property Crimes	Unauthorized Use Of A Vehicle	1200 1ST STREET SE	1D	106	Cleared By Arrest
20147040	DC Housing Authority Police	10/14/2020	Damage to Property	Destruction Of Property Less Than \$1000	314 50TH STREET NE	6D	602	Open
20147255	DC Housing Authority Police	10/14/2020	Other Crimes	Unlawful Entry	227 K STREET SW	1D	105	Cleared By Arrest
20147314	DC Housing Authority Police	10/14/2020	Narcotics	Poss W/i To Dist Marijuana-misd	232 W STREET NW	3D	306	Cleared By Arrest
20147314	DC Housing Authority Police	10/14/2020	Narcotics	In A Drug Free Zone	232 W STREET NW	3D	306	Cleared By Arrest
20147314	DC Housing Authority Police	10/14/2020	Other Crimes	Unlawful Entry	232 W STREET NW	3D	306	Cleared By Arrest
20147831	DC Housing Authority Police	10/15/2020	Burglary	Burglary One	461 H STREET NW	1D	101	Exceptionally Cleared - Prosecution Declined
20147872	DC Housing Authority Police	10/15/2020	Assault on a Police Officer	Resisting Arrest	1323 HALF STREET SW	1D	105	Cleared By Arrest
20147872	DC Housing Authority Police	10/15/2020	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	1323 HALF STREET SW	1D	105	Cleared By Arrest
20147872	DC Housing Authority Police	10/15/2020	Disorderly Conduct	Urinating Or Defecating In Public	1323 HALF STREET SW	1D	105	Cleared By Arrest
20147872	DC Housing Authority Police	10/15/2020	Release Violations/Fugitive (Warr)	Fugitive From Justice	1323 HALF STREET SW	1D	105	Cleared By Arrest
20147872	DC Housing Authority Police	10/15/2020	Other Crimes	Unlawful Entry	1323 HALF STREET SW	1D	105	Cleared By Arrest
20148388	DC Housing Authority Police	10/16/2020	Other Crimes	Unlawful Entry	661 24TH STREET NE	5D	507	Cleared By Arrest
20148928	DC Housing Authority Police	10/18/2020	Traffic Violations	No Permit	2001 EAST CAPITOL STREET SE	1D	107	Cleared By Arrest
20149008	DC Housing Authority Police	10/18/2020	Simple Assault	Simple Assault	1000 12TH STREET SE	1D	106	Cleared By Arrest
20149249	DC Housing Authority Police	10/18/2020	Simple Assault	Threats To Do Bodily Harm -misd	1140 NORTH CAPITOL STREET NW	1D	102	Suspended
20149492	DC Housing Authority Police	10/19/2020	Other Crimes	Unlawful Entry	1845 HARVARD STREET NW	3D	302	Open
20149492	DC Housing Authority Police	10/19/2020	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	1845 HARVARD STREET NW	3D	302	Open
20150525	DC Housing Authority Police	10/21/2020	Damage to Property	Destruction Of Property Less Than \$1000	1346 1ST STREET SW	1D	105	Open
20151024	DC Housing Authority Police	10/21/2020	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	4506 QUARLES STREET NE	6D	601	Cleared By Arrest
20151024	DC Housing Authority Police	10/21/2020	Other Crimes	Unlawful Entry	4506 QUARLES STREET NE	6D	601	Cleared By Arrest
20151024	DC Housing Authority Police	10/21/2020	Assault on a Police Officer	Resisting Arrest	4506 QUARLES STREET NE	6D	601	Cleared By Arrest
20151415	DC Housing Authority Police	10/22/2020	Other Crimes	Unlawful Entry	1121 K STREET SE	1D	106	Cleared By Arrest
20151415	DC Housing Authority Police	10/22/2020	Assault on a Police Officer	Resisting Arrest	1121 K STREET SE	1D	106	Cleared By Arrest
20151805	DC Housing Authority Police	10/23/2020	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	1200 DELAWARE AVENUE SW	1D	105	Suspended
20151805	DC Housing Authority Police	10/23/2020	Theft from Auto	Theft (theft Of Motor Vehicle Parts Or Accessories)	1200 DELAWARE AVENUE SW	1D	105	Suspended
20154032	DC Housing Authority Police	10/27/2020	Other Crimes	Unlawful Entry	45 P STREET SW	1D	105	Cleared By Arrest
20154115	DC Housing Authority Police	10/28/2020	Robbery	Robbery	1229 G STREET SE	1D	106	Cleared By Arrest
20154157	DC Housing Authority Police	10/28/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	400 W STREET NW	3D	306	Cleared By Arrest
20154157	DC Housing Authority Police	10/28/2020	Narcotics	Poss Of A Controlled Substance -misd	400 W STREET NW	3D	306	Cleared By Arrest
20156016	DC Housing Authority Police	10/31/2020	Other Crimes	Unlawful Entry	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
20156080	DC Housing Authority Police	10/31/2020	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	1367 HALF STREET SW	1D	105	Cleared By Arrest
20156080	DC Housing Authority Police	10/31/2020	Other Crimes	Unlawful Entry	1367 HALF STREET SW	1D	105	Cleared By Arrest
20156162	DC Housing Authority Police	11/1/2020	Simple Assault	Simple Assault	1200 DELAWARE AVENUE SW	1D	105	Cleared By Arrest
20157606	DC Housing Authority Police	11/4/2020	Property Crimes	Unauthorized Use Of A Vehicle	4508 BLAINE STREET NE	6D	602	Cleared By Arrest
20158055	DC Housing Authority Police	11/4/2020	Traffic Violations	No Permit	1230 NEW YORK AVENUE NE	5D	505	Cleared By Arrest
20158651	DC Housing Authority Police	11/5/2020	Robbery	Robbery	400 50TH STREET SE	6D	604	Cleared By Arrest
20158999	DC Housing Authority Police	11/6/2020	Simple Assault	Simple Assault	461 H STREET NW	1D	101	Cleared By Arrest
20158999	DC Housing Authority Police	11/6/2020	Damage to Property	Destruction Of Property Less Than \$1000	461 H STREET NW	1D	101	Cleared By Arrest
20159191	DC Housing Authority Police	11/7/2020	Release Violations/Fugitive (Fug)	Tampering Of Gps Device	369 RIDGE ROAD SE	6D	603	Cleared By Arrest
20159210	DC Housing Authority Police	11/7/2020	Simple Assault	Threats To Do Bodily Harm -misd	461 H STREET NW	1D	101	Open
20159250	DC Housing Authority Police	11/7/2020	Traffic Violations	No Permit	95 M STREET SW	1D	105	Open
20161267	DC Housing Authority Police	11/10/2020	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	602 46TH PLACE SE	6D	604	Cleared By Arrest
20162046	DC Housing Authority Police	11/12/2020	Simple Assault	Simple Assault	410 M STREET SE	1D	106	Open
20162046	DC Housing Authority Police	11/12/2020	Simple Assault	Simple Assault	410 M STREET SE	1D	106	Open
20162280	DC Housing Authority Police	11/12/2020	Traffic Violations	No Permit	4948 BLAINE STREET NE	6D	602	Cleared By Arrest
20162297	DC Housing Authority Police	11/13/2020	Release Violations/Fugitive (Warr)	Bench Warrant	101 M STREET SW	1D	105	Cleared By Arrest
20162297	DC Housing Authority Police	11/13/2020	Release Violations/Fugitive (Warr)	Bench Warrant	101 M STREET SW	1D	105	Cleared By Arrest
20162297	DC Housing Authority Police	11/13/2020	Narcotics	Possession Of Drug Paraphernalia	101 M STREET SW	1D	105	Cleared By Arrest
20162745	DC Housing Authority Police	11/13/2020	Other Crimes	Unlawful Entry	704 24TH STREET NE	5D	507	Cleared By Arrest
20163200	DC Housing Authority Police	11/14/2020	Traffic Violations	Permit Revoked-oar	2205 4TH STREET NW	3D	306	Cleared By Arrest
20163300	DC Housing Authority Police	11/15/2020	Release Violations/Fugitive (Warr)	Fugitive From Justice	1360 1ST STREET SW	1D	105	Cleared By Arrest
20163300	DC Housing Authority Police	11/15/2020	Narcotics	Possession Of Drug Paraphernalia	1360 1ST STREET SW	1D	105	Cleared By Arrest
20163300	DC Housing Authority Police	11/15/2020	Other Crimes	Unlawful Entry	1360 1ST STREET SW	1D	105	Cleared By Arrest
20163377	DC Housing Authority Police	11/15/2020	Simple Assault	Simple Assault	1430 L STREET SE	1D	106	Cleared By Arrest
20163546	DC Housing Authority Police	11/15/2020	Other Crimes	Unlawful Entry	238 W STREET NW	3D	306	Cleared By Arrest
20163695	DC Housing Authority Police	11/16/2020	Damage to Property	Destruction Of Property Less Than \$1000	700 12TH STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined
20163695	DC Housing Authority Police	11/16/2020	Simple Assault	Simple Assault	700 12TH STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
20165157	DC Housing Authority Police	11/18/2020	Traffic Violations	Counterfeit Tags	1900 H STREET NE	5D	507	Cleared By Arrest
20165157	DC Housing Authority Police	11/18/2020	Liquor Law Violations	Possession Of Open Container Of Alcohol - Vehicle	1900 H STREET NE	5D	507	Cleared By Arrest
20165157	DC Housing Authority Police	11/18/2020	Traffic Violations	No Permit	1900 H STREET NE	5D	507	Cleared By Arrest
20165244	DC Housing Authority Police	11/19/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1414 1ST STREET SW	1D	105	Cleared By Arrest
20165244	DC Housing Authority Police	11/19/2020	Other Crimes	Unlawful Entry	1414 1ST STREET SW	1D	105	Cleared By Arrest
20165244	DC Housing Authority Police	11/19/2020	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	1414 1ST STREET SW	1D	105	Cleared By Arrest
20165711	DC Housing Authority Police	11/19/2020	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	1360 1ST STREET SW	1D	105	Cleared By Arrest
20165711	DC Housing Authority Police	11/19/2020	Assault on a Police Officer	Resisting Arrest	1360 1ST STREET SW	1D	105	Cleared By Arrest
20165711	DC Housing Authority Police	11/19/2020	Other Crimes	Unlawful Entry	1360 1ST STREET SW	1D	105	Cleared By Arrest
20165711	DC Housing Authority Police	11/19/2020	Simple Assault	Threats To Do Bodily Harm -misd	1360 1ST STREET SW	1D	105	Cleared By Arrest
20166243	DC Housing Authority Police	11/21/2020	Narcotics	Poss Of A Controlled Substance -misd	1323 HALF STREET SW	1D	105	Cleared By Arrest
20166243	DC Housing Authority Police	11/21/2020	Narcotics	Possession Of Drug Paraphernalia	1323 HALF STREET SW	1D	105	Cleared By Arrest
20166243	DC Housing Authority Police	11/21/2020	Other Crimes	Unlawful Entry	1323 HALF STREET SW	1D	105	Cleared By Arrest
20166984	DC Housing Authority Police	11/22/2020	Simple Assault	Simple Assault	700 12TH STREET SE	1D	106	Suspended
20166984	DC Housing Authority Police	11/22/2020	Simple Assault	Threats To Do Bodily Harm -misd	700 12TH STREET SE	1D	106	Suspended
20167078	DC Housing Authority Police	11/22/2020	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	713 13TH STREET SE	1D	106	Cleared By Arrest
20167078	DC Housing Authority Police	11/22/2020	Other Crimes	Unlawful Entry	713 13TH STREET SE	1D	106	Cleared By Arrest
20163814	DC Housing Authority Police	11/23/2020	Damage to Property	Destruction Of Property Less Than \$1000	1845 HARVARD STREET NW	3D	302	Open
20168073	DC Housing Authority Police	11/24/2020	Assault on a Police Officer	Resisting Arrest	1208 I STREET SE	1D	106	Cleared By Arrest
20168073	DC Housing Authority Police	11/24/2020	Burglary	Burglary Two	1208 I STREET SE	1D	106	Cleared By Arrest
20168075	DC Housing Authority Police	11/24/2020	Other Crimes	Unlawful Entry	1206 I STREET SE	1D	106	Cleared By Arrest
20168114	DC Housing Authority Police	11/25/2020	Other Crimes	Unlawful Entry	1430 L STREET SE	1D	106	Cleared By Arrest
20168138	DC Housing Authority Police	11/25/2020	Other Crimes	Unlawful Entry	1208 I STREET SE	1D	106	Cleared By Arrest
20168508	DC Housing Authority Police	11/25/2020	Traffic Violations	No Permit	1300 2ND STREET NE	5D	501	Cleared By Arrest
20168973	DC Housing Authority Police	11/27/2020	Simple Assault	Simple Assault	44 O STREET SW	1D	105	Cleared By Arrest
20169362	DC Housing Authority Police	11/27/2020	Liquor Law Violations	Possession Of Open Container Of Alcohol - Vehicle	1709 BENNING ROAD NE	5D	507	Cleared By Arrest
20169474	DC Housing Authority Police	11/28/2020	Traffic Violations	Reckless Driving	1500 PENNSYLVANIA AVENUE SE	1D	107	Cleared By Arrest
20169866	DC Housing Authority Police	11/28/2020	Other Crimes	Unlawful Entry	1200 DELAWARE AVENUE SW	1D	105	Cleared By Arrest
20167467	DC Housing Authority Police	11/29/2020	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	203 N STREET SW	1D	105	Open
20169890	DC Housing Authority Police	11/29/2020	Other Crimes	Unlawful Entry	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
20170012	DC Housing Authority Police	11/29/2020	Traffic Violations	No Permit	601 M STREET SE	1D	106	Cleared By Arrest
20170146	DC Housing Authority Police	11/29/2020	Other Crimes	Unlawful Entry	240 W STREET NW	3D	306	Cleared By Arrest
20170600	DC Housing Authority Police	11/30/2020	Simple Assault	Threats To Do Bodily Harm	334 V STREET NW	3D	306	Open
20171502	DC Housing Authority Police	12/2/2020	Vending Violations	Vending - Vending Without A License	300 G STREET SW	1D	103	Open
20171824	DC Housing Authority Police	12/2/2020	Other Crimes	Unlawful Entry	301 50TH STREET NE	6D	602	Cleared By Arrest
20171875	DC Housing Authority Police	12/3/2020	Release Violations/Fugitive (Warr)	Fugitive From Justice	1410 1ST STREET SW	1D	105	Cleared By Arrest
20171900	DC Housing Authority Police	12/3/2020	Weapon Violations	Carry Dangerous Weapon- Misd	1229 G STREET SE	1D	106	Cleared By Arrest
20171900	DC Housing Authority Police	12/3/2020	Other Crimes	Unlawful Entry	1229 G STREET SE	1D	106	Cleared By Arrest
20172330	DC Housing Authority Police	12/3/2020	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	509 51ST STREET NE	6D	602	Cleared By Arrest
20172954	DC Housing Authority Police	12/5/2020	Other Crimes	Unlawful Entry	1229 G STREET SE	1D	106	Cleared By Arrest
20173265	DC Housing Authority Police	12/5/2020	Other Crimes	Unlawful Entry	317 50TH STREET NE	6D	602	Cleared By Arrest
20173265	DC Housing Authority Police	12/5/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	317 50TH STREET NE	6D	602	Cleared By Arrest
20175058	DC Housing Authority Police	12/9/2020	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
20175058	DC Housing Authority Police	12/9/2020	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
20175059	DC Housing Authority Police	12/9/2020	Other Crimes	Unlawful Entry	1621 MONTANA AVENUE NE	5D	505	Cleared By Arrest
20175189	DC Housing Authority Police	12/10/2020	Simple Assault	Threats To Do Bodily Harm -misd	1000 12TH ST SE	1D	106	Open
20175299	DC Housing Authority Police	12/10/2020	Vending Violations	Vending - Vending Without A License	300 G STREET SW	1D	103	Open
20175474	DC Housing Authority Police	12/10/2020	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1430 L STREET SE	1D	106	Suspended
20175474	DC Housing Authority Police	12/10/2020	Simple Assault	Threat To Kidnap Or Injure A Person	1430 L STREET SE	1D	106	Suspended
20175528	DC Housing Authority Police	12/10/2020	Other Crimes	Unlawful Entry	1131 K STREET SE	1D	106	Cleared By Arrest
20175528	DC Housing Authority Police	12/10/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1131 K STREET SE	1D	106	Cleared By Arrest
20175588	DC Housing Authority Police	12/10/2020	Other Crimes	Unlawful Entry	1514 1ST STREET SW	1D	105	Cleared By Arrest
20176084	DC Housing Authority Police	12/11/2020	Simple Assault	Simple Assault	104 O STREET SW	1D	105	Cleared By Arrest
20176170	DC Housing Authority Police	12/12/2020	Damage to Property	Destruction Of Property Less Than \$1000	1215 HALF STREET SW	1D	105	Cleared By Arrest
20176605	DC Housing Authority Police	12/12/2020	Simple Assault	Threats To Do Bodily Harm -misd	14 ANACOSTIA ROAD SE	6D	603	Cleared By Arrest
20176605	DC Housing Authority Police	12/12/2020	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	14 ANACOSTIA ROAD SE	6D	603	Cleared By Arrest
20176605	DC Housing Authority Police	12/12/2020	Other Crimes	Unlawful Entry	14 ANACOSTIA ROAD SE	6D	603	Cleared By Arrest
20177920	DC Housing Authority Police	12/15/2020	Other Crimes	Unlawful Entry	242 W STREET NW	3D	306	Cleared By Arrest
20178039	DC Housing Authority Police	12/16/2020	Release Violations/Fugitive (Fug)	Parole Violation (Warrant)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
20178459	DC Housing Authority Police	12/16/2020	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	1300 PENNSYLVANIA AVENUE SE	1D	106	Cleared By Arrest
20178888	DC Housing Authority Police	12/17/2020	Other Crimes	Unlawful Entry	1414 CANAL STREET SW	1D	105	Cleared By Arrest
20178929	DC Housing Authority Police	12/18/2020	Release Violations/Fugitive (Warr)	Fugitive From Justice	130 M STREET SE	1D	106	Cleared By Arrest
20178929	DC Housing Authority Police	12/18/2020	Traffic Violations	No Permit	130 M STREET SE	1D	106	Cleared By Arrest
20178947	DC Housing Authority Police	12/18/2020	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	712 12TH STREET SE	1D	106	Cleared By Arrest
20179320	DC Housing Authority Police	12/18/2020	Simple Assault	Simple Assault	242 W STREET NW	3D	306	Cleared By Arrest
20179320	DC Housing Authority Police	12/18/2020	Other Crimes	Obstructing Justice	242 W STREET NW	3D	306	Cleared By Arrest
20179333	DC Housing Authority Police	12/18/2020	Weapon Violations	Carry Pistol W/o Lic (misd)	302 50TH STREET NE	6D	602	Cleared By Arrest
20179333	DC Housing Authority Police	12/18/2020	Assault on a Police Officer	Resisting Arrest	302 50TH STREET NE	6D	602	Cleared By Arrest
20179333	DC Housing Authority Police	12/18/2020	Weapon Violations	Possession Of Unregistered Ammunition	302 50TH STREET NE	6D	602	Cleared By Arrest
20179333	DC Housing Authority Police	12/18/2020	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	302 50TH STREET NE	6D	602	Cleared By Arrest
20179333	DC Housing Authority Police	12/18/2020	Weapon Violations	Carry Pistol W/o Lic-gun Free Zone	302 50TH STREET NE	6D	602	Cleared By Arrest
20179881	DC Housing Authority Police	12/20/2020	Disorderly Conduct	Urinating Or Defecating In Public	711 21ST STREET NE	5D	507	Cleared By Arrest
20179881	DC Housing Authority Police	12/20/2020	Other Crimes	Unlawful Entry	711 21ST STREET NE	5D	507	Cleared By Arrest
20179881	DC Housing Authority Police	12/20/2020	Simple Assault	Threats To Do Bodily Harm -misd	711 21ST STREET NE	5D	507	Cleared By Arrest
20180687	DC Housing Authority Police	12/21/2020	Other Crimes	Unlawful Entry	238 W STREET NW	3D	306	Cleared By Arrest
20180687	DC Housing Authority Police	12/21/2020	Simple Assault	Threats To Do Bodily Harm -misd	238 W STREET NW	3D	306	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
20180753	DC Housing Authority Police	12/22/2020	Simple Assault	Threats To Kidnap/injure A Person/damage Property	461 H STREET NW	1D	101	Cleared By Arrest
20180753	DC Housing Authority Police	12/22/2020	Other Crimes	Unlawful Entry	461 H STREET NW	1D	101	Cleared By Arrest
20180753	DC Housing Authority Police	12/22/2020	Assault on a Police Officer	Resisting Arrest	461 H STREET NW	1D	101	Cleared By Arrest
20181266	DC Housing Authority Police	12/23/2020	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	1270 1ST STREET SW	1D	105	Cleared By Arrest
20181266	DC Housing Authority Police	12/23/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1270 1ST STREET SW	1D	105	Cleared By Arrest
20181563	DC Housing Authority Police	12/23/2020	Narcotics	Possession Of Drug Paraphernalia	238 W STREET NW	3D	306	Cleared By Arrest
20181563	DC Housing Authority Police	12/23/2020	Other Crimes	Unlawful Entry	238 W STREET NW	3D	306	Cleared By Arrest
20181771	DC Housing Authority Police	12/23/2020	Other Crimes	Unlawful Entry	529 50TH PLACE NE	6D	602	Cleared By Arrest
20181791	DC Housing Authority Police	12/23/2020	Traffic Violations	No Permit	234 DIVISION AVENUE NE	6D	602	Open
20181791	DC Housing Authority Police	12/23/2020	Narcotics	Poss Of A Controlled Substance -felony	234 DIVISION AVENUE NE	6D	602	Open
20182151	DC Housing Authority Police	12/24/2020	Simple Assault	Simple Assault	200 K STREET SW	1D	105	Exceptionally Cleared - Prosecution Declined
20182518	DC Housing Authority Police	12/25/2020	Narcotics	Poss Of A Controlled Substance -misd	1361 HALF STREET SW	1D	105	Cleared By Arrest
20182518	DC Housing Authority Police	12/25/2020	Narcotics	Possession Of Drug Paraphernalia	1361 HALF STREET SW	1D	105	Cleared By Arrest
20182518	DC Housing Authority Police	12/25/2020	Narcotics	In A Drug Free Zone	1361 HALF STREET SW	1D	105	Cleared By Arrest
20182540	DC Housing Authority Police	12/26/2020	Release Violations/Fugitive (Warr)	Bench Warrant	410 M STREET SE	1D	106	Cleared By Arrest
20182581	DC Housing Authority Police	12/26/2020	Simple Assault	Simple Assault	700 12TH ST SE	1D	106	Cleared By Arrest
20182581	DC Housing Authority Police	12/26/2020	Simple Assault	Threat To Kidnap Or Injure A Person	700 12TH ST SE	1D	106	Cleared By Arrest
20182829	DC Housing Authority Police	12/26/2020	Narcotics	Unlawful Possession Of Liquid Pcp	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182829	DC Housing Authority Police	12/26/2020	Narcotics	Distribution Of A Controlled Substance	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182829	DC Housing Authority Police	12/26/2020	Narcotics	Poss Of A Controlled Substance -misd	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182829	DC Housing Authority Police	12/26/2020	Narcotics	In A Drug Free Zone	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182829	DC Housing Authority Police	12/26/2020	Other Crimes	Unlawful Entry	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182832	DC Housing Authority Police	12/26/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182832	DC Housing Authority Police	12/26/2020	Other Crimes	Unlawful Entry	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182835	DC Housing Authority Police	12/26/2020	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1414 1ST STREET SW	1D	105	Cleared By Arrest
20182835	DC Housing Authority Police	12/26/2020	Other Crimes	Unlawful Entry	1414 1ST STREET SW	1D	105	Cleared By Arrest
20183085A	DC Housing Authority Police	12/27/2020	Other Crimes	Taking Property Without Right	723 13TH STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined
20183302	DC Housing Authority Police	12/28/2020	Property Crimes	Unauthorized Use Of A Vehicle	1200 SOUTH CAPITOL STREET SE	1D	106	Cleared By Other Agency Arrest
20183302	DC Housing Authority Police	12/28/2020	Traffic Violations	No Permit	1200 SOUTH CAPITOL STREET SE	1D	106	Cleared By Other Agency Arrest
20183392	DC Housing Authority Police	12/28/2020	Damage to Property	Destruction Of Property Less Than \$1000	1845 HARVARD STREET NW	3D	302	Open
20184227	DC Housing Authority Police	12/30/2020	Traffic Violations	No Permit	5000 BLAINE STREET NE	6D	602	Cleared By Arrest
20184343	DC Housing Authority Police	12/30/2020	Simple Assault	Simple Assault	2718 DOUGLAS PLACE SE	7D	703	Suspended
20184343	DC Housing Authority Police	12/30/2020	Simple Assault	Simple Assault	2718 DOUGLAS PLACE SE	7D	703	Suspended
21000864	DC Housing Authority Police	1/2/2021	Simple Assault	Threat To Kidnap Or Injure A Person	700 12TH STREET SE	1D	106	Cleared By Arrest
21003837	DC Housing Authority Police	1/9/2021	Other Crimes	Unlawful Entry	44 O STREET SW	1D	105	Cleared By Arrest
21004280	DC Housing Authority Police	1/9/2021	Simple Assault	Simple Assault	222 51ST STREET NE	6D	602	Cleared By Arrest
21005645	DC Housing Authority Police	1/13/2021	Property Crimes	Unauthorized Use Of A Vehicle	4960 EADS PLACE NE	6D	602	Cleared By Arrest
21005726	DC Housing Authority Police	1/13/2021	Other Crimes	Unlawful Entry	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21005962	DC Housing Authority Police	1/13/2021	Property Crimes	zing, Damaging, Destroying, Taking Property Of A Gov't Official Family Member (theft From Motor	51 M STREET NE	5D	501	Open
21005962	DC Housing Authority Police	1/13/2021	Theft from Auto	Theft (theft From Motor Vehicle)	51 M STREET NE	5D	501	Open
21006013	DC Housing Authority Police	1/13/2021	Weapon Violations	Unlawful Discharge Of A Firearm	305 53RD STREET NE	6D	608	Open
21006013	DC Housing Authority Police	1/13/2021	Damage to Property	Destruction Of Property \$1000 Or More	305 53RD STREET NE	6D	608	Open
21006016	DC Housing Authority Police	1/13/2021	Other Crimes	Unlawful Entry	307 53RD STREET NE	6D	608	Cleared By Arrest
21006302	DC Housing Authority Police	1/14/2021	Other Crimes	Unlawful Entry	1430 L STREET SE	1D	106	Cleared By Arrest
21006302	DC Housing Authority Police	1/14/2021	Narcotics	Poss Of A Controlled Substance -misd	1430 L STREET SE	1D	106	Cleared By Arrest
21006302	DC Housing Authority Police	1/14/2021	Narcotics	Possession Of Drug Paraphernalia	1430 L STREET SE	1D	106	Cleared By Arrest
21006371	DC Housing Authority Police	1/14/2021	Other Crimes	Unlawful Entry	619 CONDON TERRACE SE	7D	706	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Weapon Violations	Possession Of Unregistered Ammunition	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Traffic Violations	No Permit	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Narcotics	Distribution Of Marijuana-misd	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Weapon Violations	Felon In Possession	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Narcotics	Poss Of A Controlled Substance -misd	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Other Crimes	While Armed	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21006427	DC Housing Authority Police	1/14/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	311 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21007434	DC Housing Authority Police	1/17/2021	Fraud and Financial Crimes (Frau)	False Impersonation Of A Police Officer	2301 H STREET NE	5D	507	Cleared By Arrest
21008185	DC Housing Authority Police	1/18/2021	Weapon Violations	Unlawful Discharge Of A Firearm	218 51ST STREET NE	6D	602	Open
21009594	DC Housing Authority Police	1/21/2021	Traffic Violations	No Permit	3930 1ST STREET SE	7D	707	Cleared By Arrest
21009594	DC Housing Authority Police	1/21/2021	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	3930 1ST STREET SE	7D	707	Cleared By Arrest
21009955	DC Housing Authority Police	1/22/2021	Theft	Theft Second Degree (all Other Larceny)	308 50TH STREET NE	6D	602	Open
21010067	DC Housing Authority Police	1/22/2021	Property Crimes	Receiving Stolen Property-misd	5329 DIX STREET NE	6D	608	Cleared By Arrest
21010119	DC Housing Authority Police	1/23/2021	Narcotics	Unlawful Possession Of Liquid Pcp	2200 H STREET NE	5D	507	Cleared By Arrest
21010119	DC Housing Authority Police	1/23/2021	Other Crimes	Unlawful Entry	2200 H STREET NE	5D	507	Cleared By Arrest
21010119	DC Housing Authority Police	1/23/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	2200 H STREET NE	5D	507	Cleared By Arrest
21010119	DC Housing Authority Police	1/23/2021	Weapon Violations	Possession Of Unregistered Ammunition	2200 H STREET NE	5D	507	Cleared By Arrest
21010119	DC Housing Authority Police	1/23/2021	Narcotics	Poss W/i To Dist A Controlled Substance	2200 H STREET NE	5D	507	Cleared By Arrest
21010119	DC Housing Authority Police	1/23/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	2200 H STREET NE	5D	507	Cleared By Arrest
21010567	DC Housing Authority Police	1/24/2021	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	311 DIVISION AVENUE NE	6D	608	Open
21010567	DC Housing Authority Police	1/24/2021	Traffic Violations	No Permit	311 DIVISION AVENUE NE	6D	608	Open
21010567	DC Housing Authority Police	1/24/2021	Narcotics	Poss Of A Controlled Substance -felony	311 DIVISION AVENUE NE	6D	608	Open
21011766	DC Housing Authority Police	1/26/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1201 F STREET NE	1D	104	Closed
21011863	DC Housing Authority Police	1/26/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	222 51ST STREET NE	6D	602	Cleared By Arrest
21011917	DC Housing Authority Police	1/27/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	125 P STREET SW	1D	105	Cleared By Arrest
21011917	DC Housing Authority Police	1/27/2021	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	125 P STREET SW	1D	105	Cleared By Arrest
21012319	DC Housing Authority Police	1/27/2021	Other Crimes	Unlawful Entry	651 MORTON STREET NW	4D	409	Cleared By Arrest
21012319	DC Housing Authority Police	1/27/2021	Assault on a Police Officer	Resisting Arrest	651 MORTON STREET NW	4D	409	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21012322	DC Housing Authority Police	1/27/2021	Other Crimes	Unlawful Entry	651 MORTON STREET NW	4D	409	Cleared By Arrest
21012438	DC Housing Authority Police	1/28/2021	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21012438	DC Housing Authority Police	1/28/2021	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21012438	DC Housing Authority Police	1/28/2021	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21012438	DC Housing Authority Police	1/28/2021	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21012806	DC Housing Authority Police	1/28/2021	Assault on a Police Officer	Assault On A Police Officer (aggravated Assault)	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21012806	DC Housing Authority Police	1/28/2021	Assault on a Police Officer	Resisting Arrest	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21012806	DC Housing Authority Police	1/28/2021	Simple Assault	Threats To Do Bodily Harm -misd	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21012806	DC Housing Authority Police	1/28/2021	Simple Assault	Threats To Do Bodily Harm -misd	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21012808	DC Housing Authority Police	1/28/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21012808	DC Housing Authority Police	1/28/2021	Other Crimes	Obstruction Justice (harassment - Arrest) (all Other Offenses)	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21012808	DC Housing Authority Police	1/28/2021	Assault on a Police Officer	Resisting Arrest	903 WAHLER PLACE SE	7D	706	Cleared By Arrest
21013139	DC Housing Authority Police	1/29/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1000 12TH STREET SE	1D	106	Suspended
21013213	DC Housing Authority Police	1/29/2021	Other Crimes	Unlawful Entry	1623 MONTANA AVENUE NE	5D	505	Cleared By Arrest
21013646	DC Housing Authority Police	1/30/2021	Traffic Violations	Permit Revoked-ear	1238 CANAL STREET SW	1D	105	Cleared By Arrest
21013693	DC Housing Authority Police	1/31/2021	Other Crimes	Unlawful Entry	718 21ST STREET NE	5D	507	Cleared By Arrest
21013779	DC Housing Authority Police	1/31/2021	Simple Assault	Simple Assault	5200 CLAY STREET NE	6D	608	Cleared By Arrest
21013779	DC Housing Authority Police	1/31/2021	Simple Assault	Simple Assault	5200 CLAY STREET NE	6D	608	Cleared By Arrest
21014429	DC Housing Authority Police	2/2/2021	Robbery	Robbery	224 I STREET SW	1D	105	Suspended
21014853	DC Housing Authority Police	2/3/2021	Other Crimes	Unlawful Entry	1418 1ST STREET SW	1D	105	Cleared By Arrest
21014874	DC Housing Authority Police	2/3/2021	Damage to Property	Destruction Of Property Less Than \$1000	215 37TH PLACE SE	6D	603	Cleared By Arrest
21015793	DC Housing Authority Police	2/5/2021	Traffic Violations	Leaving After Colliding- Property Damage	1100 BLADENSBURG ROAD NE	5D	506	Suspended
21015865	DC Housing Authority Police	2/5/2021	Traffic Violations	Counterfeit Tags	514 RIDGE ROAD SE	6D	603	Cleared By Arrest
21016120	DC Housing Authority Police	2/5/2021	Release Violations/Fugitive (Warr)	Bench Warrant	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21016280	DC Housing Authority Police	2/5/2021	Traffic Violations	No Permit	216 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21016309	DC Housing Authority Police	2/5/2021	Simple Assault	Simple Assault	301 50TH STREET NE	6D	602	Cleared By Arrest
21016309	DC Housing Authority Police	2/5/2021	Other Crimes	Unlawful Entry	301 50TH STREET NE	6D	602	Cleared By Arrest
21016309	DC Housing Authority Police	2/5/2021	Simple Assault	Threats To Do Bodily Harm -misd	301 50TH STREET NE	6D	602	Cleared By Arrest
21016309	DC Housing Authority Police	2/5/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	301 50TH STREET NE	6D	602	Cleared By Arrest
21016309	DC Housing Authority Police	2/5/2021	Assault on a Police Officer	Resisting Arrest	301 50TH STREET NE	6D	602	Cleared By Arrest
21016309	DC Housing Authority Police	2/5/2021	Simple Assault	Threats To Do Bodily Harm -misd	301 50TH STREET NE	6D	602	Cleared By Arrest
21016370	DC Housing Authority Police	2/6/2021	Simple Assault	Threat To Kidnap Or Injure A Person	1350 49TH STREET NE	6D	602	Open
21016372	DC Housing Authority Police	2/6/2021	Weapon Violations	Carrying a licensed pistol in a prohibited manner	200 MASSACHUSETTS AVENUE NW	1D	101	Cleared By Arrest
21016372	DC Housing Authority Police	2/6/2021	Weapon Violations	Failure of licensee to comply with duties during stop	200 MASSACHUSETTS AVENUE NW	1D	101	Cleared By Arrest
21016789	DC Housing Authority Police	2/7/2021	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	216 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21016789	DC Housing Authority Police	2/7/2021	Traffic Violations	No Permit	216 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21017147	DC Housing Authority Police	2/8/2021	Damage to Property	Destruction Of Property Less Than \$1000	605 46TH PL SE	6D	604	Cleared By Arrest
21017164	DC Housing Authority Police	2/8/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	300 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21017726	DC Housing Authority Police	2/9/2021	Other Crimes	Unlawful Entry	1216 I STREET SE	1D	106	Suspended
21017889	DC Housing Authority Police	2/9/2021	Other Crimes	Unlawful Entry	1206 I STREET SE	1D	106	Cleared By Arrest
21017889	DC Housing Authority Police	2/9/2021	Assault on a Police Officer	Resisting Arrest	1206 I STREET SE	1D	106	Cleared By Arrest
21017889	DC Housing Authority Police	2/9/2021	Traffic Violations	Fleeing - Misdemeanor	1206 I STREET SE	1D	106	Cleared By Arrest
21018035	DC Housing Authority Police	2/10/2021	Traffic Violations	Leaving After Colliding - Personal Injury	300 DIVISION AVENUE NE	6D	602	Open
21018114	DC Housing Authority Police	2/10/2021	Simple Assault	Simple Assault	247 37TH PLACE SE	6D	603	Cleared By Arrest
21018114	DC Housing Authority Police	2/10/2021	Other Crimes	Obstructing Preventing Interfg W/reports/reqsts For Assist Frm Law Enforce Med Prov Chil	247 37TH PLACE SE	6D	603	Cleared By Arrest
21018857	DC Housing Authority Police	2/11/2021	Simple Assault	Simple Assault	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21018948	DC Housing Authority Police	2/12/2021	Property Crimes	Unauthorized Use Of A Vehicle	4435 G STREET SE	6D	604	Cleared By Arrest
21018948	DC Housing Authority Police	2/12/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	4435 G STREET SE	6D	604	Cleared By Arrest
21018948	DC Housing Authority Police	2/12/2021	Traffic Violations	No Permit	4435 G STREET SE	6D	604	Cleared By Arrest
21018962	DC Housing Authority Police	2/12/2021	Other Crimes	Unlawful Entry	716 21ST STREET NE	5D	507	Cleared By Arrest
21018964	DC Housing Authority Police	2/12/2021	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21018964	DC Housing Authority Police	2/12/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21018964	DC Housing Authority Police	2/12/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21018964	DC Housing Authority Police	2/12/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21019363	DC Housing Authority Police	2/13/2021	Traffic Violations	Loaning Registration, Misuse Of Temporary Tags	300 51ST STREET SE	6D	604	Cleared By Arrest
21019363	DC Housing Authority Police	2/13/2021	Traffic Violations	No Permit	300 51ST STREET SE	6D	604	Cleared By Arrest
21019726	DC Housing Authority Police	2/13/2021	Other Crimes	Unlawful Entry	1422 1ST STREET SW	1D	105	Cleared By Arrest
21020173	DC Housing Authority Police	2/15/2021	Weapon Violations	Unlawful Discharge Of A Firearm	314 50TH STREET NE	6D	602	Open
21020391	DC Housing Authority Police	2/15/2021	Damage to Property	Destruction Of Property Less Than \$1000	203 N STREET SW	1D	105	Exceptionally Cleared - Prosecution Declined
21020391	DC Housing Authority Police	2/15/2021	Theft	Theft Second Degree (all Other Larceny)	203 N STREET SW	1D	105	Exceptionally Cleared - Prosecution Declined
21021581	DC Housing Authority Police	2/18/2021	Other Crimes	Unlawful Entry	665 24TH STREET NE	5D	507	Cleared By Arrest
21022268	DC Housing Authority Police	2/19/2021	Other Crimes	Unlawful Entry	1103 CLIFTON STREET NW	3D	304	Open
21022268	DC Housing Authority Police	2/19/2021	Assault on a Police Officer	Resisting Arrest	1103 CLIFTON STREET NW	3D	304	Open
21022344	DC Housing Authority Police	2/20/2021	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	4506 QUARLES STREET NE	6D	601	Cleared By Arrest
21022346	DC Housing Authority Police	2/20/2021	Other Crimes	Unlawful Entry	4508 QUARLES STREET NE	6D	601	Cleared By Arrest
21022347	DC Housing Authority Police	2/20/2021	Other Crimes	Unlawful Entry	4506 QUARLES STREET NE	6D	601	Cleared By Arrest
21022715	DC Housing Authority Police	2/20/2021	Simple Assault	Simple Assault	667 24TH STREET NE	5D	507	Suspended
21022715	DC Housing Authority Police	2/20/2021	Theft	Theft Second Degree (all Other Larceny)	667 24TH STREET NE	5D	507	Suspended
21022765	DC Housing Authority Police	2/21/2021	Simple Assault	Simple Assault	310 54TH STREET NE	6D	608	Cleared By Arrest
21022806	DC Housing Authority Police	2/21/2021	Other Crimes	Unlawful Entry	2209 H STREET NE	5D	507	Cleared By Arrest
21023299	DC Housing Authority Police	2/22/2021	Burglary	Burglary Two	100 N STREET SW	1D	105	Suspended
21023489	DC Housing Authority Police	2/22/2021	Traffic Violations	Permit Revoked-ear	1260 1ST STREET SW	1D	105	Cleared By Arrest
21024020	DC Housing Authority Police	2/24/2021	Weapon Violations	Carry Pistol-prior Fel/cp	4508 QUARLES STREET NE	6D	601	Cleared By Arrest
21024020	DC Housing Authority Police	2/24/2021	Weapon Violations	Possession Of Unregistered Ammunition	4508 QUARLES STREET NE	6D	601	Cleared By Arrest
21024020	DC Housing Authority Police	2/24/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	4508 QUARLES STREET NE	6D	601	Cleared By Arrest
21024020	DC Housing Authority Police	2/24/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	4508 QUARLES STREET NE	6D	601	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21024020	DC Housing Authority Police	2/24/2021	Other Crimes	Unlawful Entry	4508 QUARLES STREET NE	6D	601	Cleared By Arrest
21024028	DC Housing Authority Police	2/24/2021	Release Violations/Fugitive (Warr)	Bench Warrant	4508 QUARLES STREET NE	6D	601	Cleared By Arrest
21024058	DC Housing Authority Police	2/24/2021	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21024058	DC Housing Authority Police	2/24/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21024058	DC Housing Authority Police	2/24/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21024433	DC Housing Authority Police	2/24/2021	Other Crimes	Unlawful Entry	713 13TH STREET SE	1D	106	Cleared By Arrest
21024806	DC Housing Authority Police	2/25/2021	Simple Assault	Threats To Do Bodily Harm -misd	707 LANGSTON TERRACE NE	5D	507	Open
21024945	DC Housing Authority Police	2/25/2021	Disorderly Conduct	Urinating Or Defecating In Public	1348 HALF STREET SW	1D	105	Cleared By Arrest
21024890	DC Housing Authority Police	2/26/2021	Damage to Property	Destruction Of Property Less Than \$1000	1224 I STREET SE	1D	106	Suspended
21025009	DC Housing Authority Police	2/26/2021	Liquor Law Violations	Drinking In Public	1363 1ST STREET SW	1D	105	Cleared By Arrest
21025009	DC Housing Authority Police	2/26/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1363 1ST STREET SW	1D	105	Cleared By Arrest
21025021	DC Housing Authority Police	2/26/2021	Simple Assault	Threats To Do Bodily Harm -misd	601 46TH PLACE SE	6D	604	Cleared By Arrest
21025021	DC Housing Authority Police	2/26/2021	Simple Assault	Threats To Do Bodily Harm -misd	601 46TH PLACE SE	6D	604	Cleared By Arrest
21025021	DC Housing Authority Police	2/26/2021	Assault on a Police Officer	Resisting Arrest	601 46TH PLACE SE	6D	604	Cleared By Arrest
21025299	DC Housing Authority Police	2/26/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	2110 H STREET NE	5D	507	Open
21025299	DC Housing Authority Police	2/26/2021	Offenses Against Family & Children	Contempt Of Cpo/tpo	2110 H STREET NE	5D	507	Open
21025299	DC Housing Authority Police	2/26/2021	Other Crimes	Unlawful Entry	2110 H STREET NE	5D	507	Open
21025476	DC Housing Authority Police	2/27/2021	Simple Assault	Simple Assault	44 O STREET SW	1D	105	Cleared By Arrest
21025476	DC Housing Authority Police	2/27/2021	Other Crimes	Unlawful Entry	44 O STREET SW	1D	105	Cleared By Arrest
21025476	DC Housing Authority Police	2/27/2021	Damage to Property	Destruction Of Property \$1000 Or More	44 O STREET SW	1D	105	Cleared By Arrest
21025476	DC Housing Authority Police	2/27/2021	Damage to Property	Destruction Of Property \$1000 Or More	44 O STREET SW	1D	105	Cleared By Arrest
21025476	DC Housing Authority Police	2/27/2021	Simple Assault	Simple Assault	44 O STREET SW	1D	105	Cleared By Arrest
21025911	DC Housing Authority Police	2/28/2021	Narcotics	Poss Of A Controlled Substance -misd	203 M STREET SW	1D	105	Cleared By Arrest
21025911	DC Housing Authority Police	2/28/2021	Other Crimes	Unlawful Entry	203 M STREET SW	1D	105	Cleared By Arrest
21026776	DC Housing Authority Police	3/2/2021	Other Crimes	Unlawful Entry	222 51ST STREET NE	6D	602	Cleared By Arrest
21026789	DC Housing Authority Police	3/2/2021	Simple Assault	Simple Assault	1216 I STREET SE	1D	106	Cleared By Arrest
21026789	DC Housing Authority Police	3/2/2021	Damage to Property	Destruction Of Property Less Than \$1000	1216 I STREET SE	1D	106	Cleared By Arrest
21027276	DC Housing Authority Police	3/3/2021	Simple Assault	Simple Assault	5024 H STREET SE	6D	604	Suspended
21027307	DC Housing Authority Police	3/3/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	2107 H STREET NE	5D	507	Cleared By Arrest
21027725	DC Housing Authority Police	3/3/2021	Simple Assault	Simple Assault	1221 M STREET NW	3D	307	Cleared By Arrest
21027725	DC Housing Authority Police	3/3/2021	Simple Assault	Threats To Do Bodily Harm -misd	1221 M STREET NW	3D	307	Cleared By Arrest
21027834	DC Housing Authority Police	3/4/2021	Assault on a Police Officer	Resisting Arrest	2301 H STREET NE	5D	507	Cleared By Arrest
21027834	DC Housing Authority Police	3/4/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	2301 H STREET NE	5D	507	Cleared By Arrest
21027841	DC Housing Authority Police	3/4/2021	Other Crimes	Unlawful Entry	2110 G STREET NE	5D	507	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Unlawful Poss Ammunition	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Unlawful Poss Ammunition	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Carry Pistol W/o Lic-gun Free Zone	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Carry Pistol W/o Lic-gun Free Zone	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Assault on a Police Officer	Resisting Arrest	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Traffic Violations	Flee Law Enforcement Officer	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Other Crimes	Unlawful Entry	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Carry Dangerous Weapon -gun	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Carry Dangerous Weapon -gun	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028239	DC Housing Authority Police	3/4/2021	Property Crimes	Unauthorized Use Of A Vehicle	529 50TH PLACE NE	6D	602	Cleared By Arrest
21028306	DC Housing Authority Police	3/5/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	500 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21028306	DC Housing Authority Police	3/5/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	500 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21028780	DC Housing Authority Police	3/6/2021	Traffic Violations	Counterfeit Tags	300 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21028780	DC Housing Authority Police	3/6/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	300 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21029092	DC Housing Authority Police	3/6/2021	Simple Assault	Simple Assault	700 PENNSYLVANIA AVENUE SE	1D	107	Suspended
21029092	DC Housing Authority Police	3/6/2021	Theft	Theft Second Degree (all Other Larceny)	700 PENNSYLVANIA AVENUE SE	1D	107	Suspended
21029119	DC Housing Authority Police	3/6/2021	Narcotics	Poss Of A Controlled Substance -misd	5353 CLAY TERRACE NE	6D	608	Cleared By Arrest
21029119	DC Housing Authority Police	3/6/2021	Release Violations/Fugitive (Warr)	Bench Warrant	5353 CLAY TERRACE NE	6D	608	Cleared By Arrest
21029417	DC Housing Authority Police	3/7/2021	Simple Assault	Simple Assault	4556 QUARLES STREET NE	6D	601	Cleared By Arrest
21029862	DC Housing Authority Police	3/8/2021	Other Crimes	Unlawful Entry	2301 11TH STREET NW	3D	304	Cleared By Arrest
21029984	DC Housing Authority Police	3/8/2021	Theft	Theft Second Degree (all Other Larceny)	4452 DOUGLAS ST NE	6D	601	Cleared By Arrest
21030417	DC Housing Authority Police	3/9/2021	Simple Assault	Simple Assault	665 24TH STREET NE	5D	507	Cleared By Arrest
21030417	DC Housing Authority Police	3/9/2021	Other Crimes	Unlawful Entry	665 24TH STREET NE	5D	507	Cleared By Arrest
21030464	DC Housing Authority Police	3/9/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	238 W STREET NW	3D	306	Cleared By Arrest
21030464	DC Housing Authority Police	3/9/2021	Weapon Violations	Possession Of Unregistered Ammunition	238 W STREET NW	3D	306	Cleared By Arrest
21030464	DC Housing Authority Police	3/9/2021	Weapon Violations	Carry Pistol W/o Lic (misd)	238 W STREET NW	3D	306	Cleared By Arrest
21030547	DC Housing Authority Police	3/10/2021	Other Crimes	Unlawful Entry	711 24TH STREET NE	5D	507	Cleared By Arrest
21031534	DC Housing Authority Police	3/12/2021	Damage to Property	Destruction Of Property Less Than \$1000	605 46TH PLACE SE	6D	604	Cleared By Arrest
21031534	DC Housing Authority Police	3/12/2021	Simple Assault	Simple Assault	605 46TH PLACE SE	6D	604	Cleared By Arrest
21031851	DC Housing Authority Police	3/12/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	665 24TH STREET NE	5D	507	Cleared By Arrest
21031851	DC Housing Authority Police	3/12/2021	Assault on a Police Officer	Resisting Arrest	665 24TH STREET NE	5D	507	Cleared By Arrest
21031851	DC Housing Authority Police	3/12/2021	Other Crimes	Unlawful Entry	665 24TH STREET NE	5D	507	Cleared By Arrest
21031987	DC Housing Authority Police	3/12/2021	Simple Assault	Simple Assault	216 50TH STREET NE	6D	602	Suspended
21032067	DC Housing Authority Police	3/13/2021	Release Violations/Fugitive (Warr)	Contempt - Condition Of Release Violation	1418 1ST STREET SW	1D	105	Cleared By Arrest
21032067	DC Housing Authority Police	3/13/2021	Other Crimes	Unlawful Entry	1418 1ST STREET SW	1D	105	Cleared By Arrest
21032073	DC Housing Authority Police	3/13/2021	Other Crimes	Unlawful Entry	2109 G STREET NE	5D	507	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21032494	DC Housing Authority Police	3/14/2021	Narcotics	Poss Of A Controlled Substance -misd	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21032494	DC Housing Authority Police	3/14/2021	Release Violations/Fugitive (Warr)	Bench Warrant	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21032494	DC Housing Authority Police	3/14/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21032494	DC Housing Authority Police	3/14/2021	Release Violations/Fugitive (Warr)	Bench Warrant	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21032494	DC Housing Authority Police	3/14/2021	Release Violations/Fugitive (Warr)	Bench Warrant	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21032550	DC Housing Authority Police	3/14/2021	Driving/Boating While Intoxicated	Operating While Impaired	400 50TH STREET NE	6D	602	Cleared By Arrest
21032550	DC Housing Authority Police	3/14/2021	Traffic Violations	Permit Revoked-oar	400 50TH STREET NE	6D	602	Cleared By Arrest
21033902	DC Housing Authority Police	3/16/2021	Narcotics	Poss Of A Controlled Substance -misd	1314 1ST STREET SW	1D	105	Cleared By Arrest
21033902	DC Housing Authority Police	3/16/2021	Narcotics	Poss Of A Controlled Substance -misd	1314 1ST STREET SW	1D	105	Cleared By Arrest
21033902	DC Housing Authority Police	3/16/2021	Other Crimes	Unlawful Entry	1314 1ST STREET SW	1D	105	Cleared By Arrest
21033902	DC Housing Authority Police	3/16/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	1314 1ST STREET SW	1D	105	Cleared By Arrest
21033965	DC Housing Authority Police	3/17/2021	Traffic Violations	No Permit	1228 CANAL STREET SW	1D	105	Cleared By Arrest
21033989	DC Housing Authority Police	3/17/2021	Traffic Violations	Simple Assault	705 24TH STREET NE	5D	507	Cleared By Arrest
21033989	DC Housing Authority Police	3/17/2021	Other Crimes	Unlawful Entry	705 24TH STREET NE	5D	507	Cleared By Arrest
21034141	DC Housing Authority Police	3/17/2021	Theft	Theft Second Degree (all Other Larceny)	704 21ST STREET NE	5D	507	Suspended
21034405	DC Housing Authority Police	3/17/2021	Other Crimes	Unlawful Entry	528 50TH PLACE NE	6D	602	Cleared By Arrest
21034822	DC Housing Authority Police	3/18/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1214 I STREET SE	1D	106	Suspended
21034871	DC Housing Authority Police	3/18/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Weapon Violations	Carry Pistol W/o Lic (misd)	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Weapon Violations	Unlawful Poss Ammunition	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Weapon Violations	Carry Dangerous Weapon -gun	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Weapon Violations	Carry Pistol W/o Lic-gun Free Zone	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Other Crimes	Unlawful Entry	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Assault on a Police Officer	Resisting Arrest	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Other Crimes	Attempt To Flee Law Enforcement Officer	313 50TH STREET NE	6D	602	Cleared By Arrest
21034871	DC Housing Authority Police	3/18/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	313 50TH STREET NE	6D	602	Cleared By Arrest
21035255	DC Housing Authority Police	3/19/2021	Narcotics	Poss Of A Controlled Substance -misd	1313 HALF STREET SW	1D	105	Cleared By Arrest
21035255	DC Housing Authority Police	3/19/2021	Narcotics	Possession Of Drug Paraphernalia	1313 HALF STREET SW	1D	105	Cleared By Arrest
21035255	DC Housing Authority Police	3/19/2021	Weapon Violations	Possess Prohibited Weapon	1313 HALF STREET SW	1D	105	Cleared By Arrest
21035255	DC Housing Authority Police	3/19/2021	Other Crimes	Unlawful Entry	1313 HALF STREET SW	1D	105	Cleared By Arrest
21035258	DC Housing Authority Police	3/19/2021	Other Crimes	Unlawful Entry	1313 HALF STREET SW	1D	105	Cleared By Arrest
21035386	DC Housing Authority Police	3/20/2021	Driving/Boating While Intoxicated	Driving Under The Influence Of Alcohol Or Drugs	102 KENILWORTH AVENUE NE	6D	603	Cleared By Arrest
21035391	DC Housing Authority Police	3/20/2021	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21035391	DC Housing Authority Police	3/20/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21035391	DC Housing Authority Police	3/20/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	310 50TH STREET NE	6D	602	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Other Crimes	Unlawful Entry	310 50TH STREET NE	6D	602	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Simple Assault	Threats To Do Bodily Harm -misd	310 50TH STREET NE	6D	602	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	310 50TH STREET NE	6D	602	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Assault on a Police Officer	Resisting Arrest	310 50TH STREET NE	6D	602	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Narcotics	Poss Of A Controlled Substance -misd	310 50TH STREET NE	6D	602	Cleared By Arrest
21035761	DC Housing Authority Police	3/21/2021	Narcotics	In A Drug Free Zone	310 50TH STREET NE	6D	602	Cleared By Arrest
21035762	DC Housing Authority Police	3/21/2021	Other Crimes	Unlawful Entry	312 50TH STREET NE	6D	602	Cleared By Arrest
21035762	DC Housing Authority Police	3/21/2021	Narcotics	Poss Of A Controlled Substance -misd	312 50TH STREET NE	6D	602	Cleared By Arrest
21035762	DC Housing Authority Police	3/21/2021	Assault on a Police Officer	Resisting Arrest	312 50TH STREET NE	6D	602	Cleared By Arrest
21035762	DC Housing Authority Police	3/21/2021	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	312 50TH STREET NE	6D	602	Cleared By Arrest
21036221	DC Housing Authority Police	3/22/2021	Simple Assault	Simple Assault	714 12TH STREET SE	1D	106	Cleared By Arrest
21036248	DC Housing Authority Police	3/22/2021	Aggravated Assault	Aggravated Assault	125 P STREET SW	1D	105	Cleared By Arrest
21036248	DC Housing Authority Police	3/22/2021	Damage to Property	Destruction Of Property Less Than \$1000	125 P STREET SW	1D	105	Cleared By Arrest
21036248	DC Housing Authority Police	3/22/2021	Release Violations/Fugitive (Warr)	Contempt - Misdemeanor	125 P STREET SW	1D	105	Cleared By Arrest
21037031	DC Housing Authority Police	3/23/2021	Weapon Violations	Unlawful Discharge Of A Firearm	713 13TH STREET SE	1D	106	Suspended
21037087	DC Housing Authority Police	3/23/2021	Other Crimes	Unlawful Entry	1357 HALF STREET SW	1D	105	Cleared By Arrest
21037087	DC Housing Authority Police	3/23/2021	Assault on a Police Officer	Resisting Arrest	1357 HALF STREET SW	1D	105	Cleared By Arrest
21037087	DC Housing Authority Police	3/23/2021	Release Violations/Fugitive (Warr)	Contempt - Condition Of Release Violation	1357 HALF STREET SW	1D	105	Cleared By Arrest
21037439	DC Housing Authority Police	3/24/2021	Weapon Violations	Unlawful Discharge Of A Firearm	1216 I STREET SE	1D	106	Suspended
21037848	DC Housing Authority Police	3/25/2021	Other Crimes	Unlawful Entry	700 12TH STREET SE	1D	106	Cleared By Arrest
21037983	DC Housing Authority Police	3/25/2021	Damage to Property	Destruction Of Property Less Than \$1000	1520 2ND STREET SW	1D	105	Exceptionally Cleared - Prosecution Declined
21038070	DC Housing Authority Police	3/26/2021	Other Crimes	Unlawful Entry	2101 H STREET NE	5D	507	Cleared By Arrest
21038083	DC Housing Authority Police	3/26/2021	Other Crimes	Unlawful Entry	2110 H STREET NE	5D	507	Open
21038083	DC Housing Authority Police	3/26/2021	Assault on a Police Officer	Resisting Arrest	2110 H STREET NE	5D	507	Open
21038083	DC Housing Authority Police	3/26/2021	Simple Assault	Threats To Do Bodily Harm -misd	2110 H STREET NE	5D	507	Open
21038085	DC Housing Authority Police	3/26/2021	Release Violations/Fugitive (Fug)	Parole Violation (Warrant)	1025 13TH STREET SE	1D	106	Cleared By Arrest
21038464	DC Housing Authority Police	3/26/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	523 51ST STREET NE	6D	602	Suspended
21038610	DC Housing Authority Police	3/27/2021	Traffic Violations	Reckless Driving	3604 MINNESOTA AVENUE SE	6D	603	Open
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Possession Of Unregistered Ammunition	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Unlawful Poss Ammunition	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Release Violations/Fugitive (Fug)	Parole Violation (Warrant)	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Carry Pistol W/o Lic-gun Free Zone	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Carry Dangerous Weapon -gun	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Assault on a Police Officer	Resisting Arrest	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Poss Prohibited Weapon -felony	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Carry Pistol-prior Fel/cp	1520 2ND STREET SW	1D	105	Cleared By Arrest
21038936	DC Housing Authority Police	3/27/2021	Weapon Violations	Felon In Possession	1520 2ND STREET SW	1D	105	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21038954	DC Housing Authority Police	3/27/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1504 2ND STREET SW	1D	105	Cleared By Arrest
21038954	DC Housing Authority Police	3/27/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	1504 2ND STREET SW	1D	105	Cleared By Arrest
21039052	DC Housing Authority Police	3/28/2021	Other Crimes	Unlawful Entry	2103 G STREET NE	5D	507	Cleared By Arrest
21039052	DC Housing Authority Police	3/28/2021	Assault on a Police Officer	Resisting Arrest	2103 G STREET NE	5D	507	Cleared By Arrest
21039052	DC Housing Authority Police	3/28/2021	Weapon Violations	Possess Prohibited Weapon	2103 G STREET NE	5D	507	Cleared By Arrest
21039065	DC Housing Authority Police	3/28/2021	Other Crimes	Unlawful Entry	317 50TH STREET NE	6D	602	Cleared By Arrest
21039093	DC Housing Authority Police	3/28/2021	Simple Assault	Simple Assault	315 50TH STREET NE	6D	602	Cleared By Arrest
21039093	DC Housing Authority Police	3/28/2021	Narcotics	In A Drug Free Zone	315 50TH STREET NE	6D	602	Cleared By Arrest
21039093	DC Housing Authority Police	3/28/2021	Narcotics	Poss W/i To Dist Marijuana-fel	315 50TH STREET NE	6D	602	Cleared By Arrest
21039891	DC Housing Authority Police	3/29/2021	Simple Assault	Threats To Do Bodily Harm -misd	707 24TH STREET NE	5D	507	Cleared By Arrest
21039891	DC Housing Authority Police	3/29/2021	Other Crimes	Unlawful Entry	707 24TH STREET NE	5D	507	Cleared By Arrest
21040413	DC Housing Authority Police	3/30/2021	Other Crimes	Unlawful Entry	2371 11TH STREET NW	3D	304	Cleared By Arrest
21040464	DC Housing Authority Police	3/31/2021	Narcotics	Poss W/i To Dist A Controlled Substance	663 24TH STREET NE	5D	507	Cleared By Arrest
21040464	DC Housing Authority Police	3/31/2021	Release Violations/Fugitive (Warr)	Bench Warrant	663 24TH STREET NE	5D	507	Cleared By Arrest
21040464	DC Housing Authority Police	3/31/2021	Narcotics	Unlawful Possession Of Liquid Pcp	663 24TH STREET NE	5D	507	Cleared By Arrest
21040961	DC Housing Authority Police	3/31/2021	Other Crimes	Unlawful Entry	1414 1ST STREET SW	1D	105	Cleared By Arrest
21041042	DC Housing Authority Police	4/1/2021	Other Crimes	Unlawful Entry	2110 H STREET NE	5D	507	Cleared By Arrest
21041042	DC Housing Authority Police	4/1/2021	Other Crimes	Violation Of Cpo - Fail To Appear To Hearing, Evidence, Protection Order	2110 H STREET NE	5D	507	Cleared By Arrest
21041484	DC Housing Authority Police	4/2/2021	Other Crimes	Unlawful Entry	317 50TH STREET NE	6D	602	Cleared By Arrest
21041484	DC Housing Authority Police	4/2/2021	Narcotics	Poss Of A Controlled Substance -misd	317 50TH STREET NE	6D	602	Cleared By Arrest
21041650	DC Housing Authority Police	4/2/2021	Simple Assault	Threats To Do Bodily Harm -misd	713 13TH STREET SE	1D	106	Suspended
21041755	DC Housing Authority Police	4/2/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	1414 CANAL STREET SW	1D	105	Open
21041783	DC Housing Authority Police	4/2/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	1422 1ST STREET SW	1D	105	Cleared By Arrest
21041876	DC Housing Authority Police	4/2/2021	Traffic Violations	No Permit	2315 NORTH CAPITOL STREET NE	5D	502	Cleared By Arrest
21041953	DC Housing Authority Police	4/3/2021	Other Crimes	Unlawful Entry	511 51ST STREET NE	6D	602	Cleared By Arrest
21041953	DC Housing Authority Police	4/3/2021	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	511 51ST STREET NE	6D	602	Cleared By Arrest
21041953	DC Housing Authority Police	4/3/2021	Assault on a Police Officer	Resisting Arrest	511 51ST STREET NE	6D	602	Cleared By Arrest
21041954	DC Housing Authority Police	4/3/2021	Simple Assault	Simple Assault	511 51ST STREET NE	6D	602	Cleared By Arrest
21042302	DC Housing Authority Police	4/3/2021	Assault on a Police Officer	Resisting Arrest	50 N STREET SW	1D	105	Cleared By Arrest
21042302	DC Housing Authority Police	4/3/2021	Other Crimes	Unlawful Entry	50 N STREET SW	1D	105	Cleared By Arrest
21042302	DC Housing Authority Police	4/3/2021	Other Crimes	Attempt To Flee Law Enforcement Officer	50 N STREET SW	1D	105	Cleared By Arrest
21042464	DC Housing Authority Police	4/4/2021	Other Crimes	Unlawful Entry	721 21ST STREET NE	5D	507	Cleared By Arrest
21042627	DC Housing Authority Police	4/4/2021	Damage to Property	Destruction Of Property \$1000 Or More	700 12TH STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined
21042627	DC Housing Authority Police	4/4/2021	Theft	Theft Second Degree - Felony (all Other Larceny)	700 12TH STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined
21042843	DC Housing Authority Police	4/5/2021	Release Violations/Fugitive (Warr)	Bench Warrant	45 P STREET SW	1D	105	Cleared By Arrest
21042843	DC Housing Authority Police	4/5/2021	Release Violations/Fugitive (Warr)	Bench Warrant	45 P STREET SW	1D	105	Cleared By Arrest
21042843	DC Housing Authority Police	4/5/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	45 P STREET SW	1D	105	Cleared By Arrest
21043240	DC Housing Authority Police	4/5/2021	Simple Assault	Threat To Kidnap Or Injure A Person	602 46TH PLACE SE	6D	604	Cleared By Arrest
21043240	DC Housing Authority Police	4/5/2021	Offenses Against Family & Children	Lewd, Indecent, Or Obscene Acts (all Other Offenses)	602 46TH PLACE SE	6D	604	Cleared By Arrest
21043900	DC Housing Authority Police	4/7/2021	Simple Assault	Threats To Do Bodily Harm -misd	4420 G STREET SE	6D	604	Suspended
21044398	DC Housing Authority Police	4/7/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1414 1ST STREET SW	1D	105	Cleared By Arrest
21044398	DC Housing Authority Police	4/7/2021	Other Crimes	Unlawful Entry	1414 1ST STREET SW	1D	105	Cleared By Arrest
21044398	DC Housing Authority Police	4/7/2021	Assault on a Police Officer	Resisting Arrest	1414 1ST STREET SW	1D	105	Cleared By Arrest
21044476	DC Housing Authority Police	4/8/2021	Simple Assault	Simple Assault	222 50TH STREET NE	6D	602	Cleared By Arrest
21044966	DC Housing Authority Police	4/9/2021	Other Crimes	Unlawful Entry	259 53RD STREET NE	6D	608	Cleared By Arrest
21045405	DC Housing Authority Police	4/10/2021	Other Crimes	Unlawful Entry	703 24TH STREET NE	5D	507	Cleared By Arrest
21045405	DC Housing Authority Police	4/10/2021	Release Violations/Fugitive (Warr)	Bench Warrant	703 24TH STREET NE	5D	507	Cleared By Arrest
21045432	DC Housing Authority Police	4/10/2021	Disorderly Conduct	Urinating Or Defecating In Public	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21045450	DC Housing Authority Police	4/10/2021	Release Violations/Fugitive (Warr)	Bench Warrant	1131 K STREET SE	1D	106	Cleared By Arrest
21045812	DC Housing Authority Police	4/11/2021	Other Crimes	Unlawful Entry	401 51ST STREET NE	6D	602	Cleared By Arrest
21045812	DC Housing Authority Police	4/11/2021	Traffic Violations	Flee Law Enforcement Officer	401 51ST STREET NE	6D	602	Cleared By Arrest
21045812	DC Housing Authority Police	4/11/2021	Assault on a Police Officer	Resisting Arrest	401 51ST STREET NE	6D	602	Cleared By Arrest
21045812	DC Housing Authority Police	4/11/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	401 51ST STREET NE	6D	602	Cleared By Arrest
21045812	DC Housing Authority Police	4/11/2021	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	401 51ST STREET NE	6D	602	Cleared By Arrest
21045813	DC Housing Authority Police	4/11/2021	Other Crimes	Unlawful Entry	401 51ST STREET NE	6D	602	Cleared By Arrest
21045813	DC Housing Authority Police	4/11/2021	Assault on a Police Officer	Resisting Arrest	401 51ST STREET NE	6D	602	Cleared By Arrest
21045813	DC Housing Authority Police	4/11/2021	Simple Assault	Threats To Do Bodily Harm -misd	401 51ST STREET NE	6D	602	Cleared By Arrest
21045864	DC Housing Authority Police	4/11/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	101 RIDGE ROAD SE	6D	603	Cleared By Arrest
21045864	DC Housing Authority Police	4/11/2021	Simple Assault	Threats To Do Bodily Harm -misd	101 RIDGE ROAD SE	6D	603	Cleared By Arrest
21045864	DC Housing Authority Police	4/11/2021	Simple Assault	Threats To Do Bodily Harm -misd	101 RIDGE ROAD SE	6D	603	Cleared By Arrest
21045872	DC Housing Authority Police	4/11/2021	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	101 RIDGE ROAD SE	6D	603	Cleared By Arrest
21045872	DC Housing Authority Police	4/11/2021	Simple Assault	Threats To Do Bodily Harm -misd	101 RIDGE ROAD SE	6D	603	Cleared By Arrest
21045872	DC Housing Authority Police	4/11/2021	Assault on a Police Officer	Resisting Arrest	101 RIDGE ROAD SE	6D	603	Cleared By Arrest
21047727	DC Housing Authority Police	4/15/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	130 P STREET SW	1D	105	Cleared By Arrest
21047727	DC Housing Authority Police	4/15/2021	Simple Assault	Threat To Kidnap Or Injure A Person	130 P STREET SW	1D	105	Cleared By Arrest
21047727	DC Housing Authority Police	4/15/2021	Other Crimes	Attempt To Flee Law Enforcement Officer	130 P STREET SW	1D	105	Cleared By Arrest
21047727	DC Housing Authority Police	4/15/2021	Assault on a Police Officer	Resisting Arrest	130 P STREET SW	1D	105	Cleared By Arrest
21047727	DC Housing Authority Police	4/15/2021	Weapon Violations	Carry Dangerous Weapon- Misd	130 P STREET SW	1D	105	Cleared By Arrest
21048143	DC Housing Authority Police	4/15/2021	Traffic Violations	No Permit	1400 CANAL STREET SW	1D	105	Cleared By Arrest
21048211	DC Housing Authority Police	4/16/2021	Other Crimes	Unlawful Entry	715 21ST STREET NE	5D	507	Cleared By Arrest
21048623	DC Housing Authority Police	4/17/2021	Other Crimes	Unlawful Entry	602 46TH PLACE SE	6D	604	Cleared By Arrest
21049023	DC Housing Authority Police	4/17/2021	Simple Assault	Simple Assault	149 RIDGE ROAD SE	6D	603	Cleared By Arrest
21049126	DC Housing Authority Police	4/18/2021	Other Crimes	Unlawful Entry	718 21ST STREET NE	5D	507	Cleared By Arrest
21049869	DC Housing Authority Police	4/19/2021	Simple Assault	Simple Assault	837 21ST STREET NE	5D	507	Suspended
21050523	DC Housing Authority Police	4/21/2021	Other Crimes	Unlawful Entry	711 21ST STREET NE	5D	507	Cleared By Arrest
21050662	DC Housing Authority Police	4/21/2021	Simple Assault	Threats To Do Bodily Harm -misd	1425 N STREET NW	2D	208	Victim Refused To Cooperate In The Prosecution

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21051019	DC Housing Authority Police	4/22/2021	Simple Assault	Threats To Do Bodily Harm -misd	2125 4TH STREET NW	3D	306	Cleared By Arrest
21051019	DC Housing Authority Police	4/22/2021	Damage to Property	Destruction Of Property Less Than \$1000	2125 4TH STREET NW	3D	306	Cleared By Arrest
21051019	DC Housing Authority Police	4/22/2021	Simple Assault	Simple Assault	2125 4TH STREET NW	3D	306	Cleared By Arrest
21051378	DC Housing Authority Police	4/22/2021	Offenses Against Family & Children	Contempt Of Cpo/tpo	4432 G ST SE	6D	604	Open
21052054	DC Housing Authority Police	4/24/2021	Other Crimes	Unlawful Entry	461 H STREET NW	1D	101	Cleared By Arrest
21052054	DC Housing Authority Police	4/24/2021	Simple Assault	Threats To Do Bodily Harm -misd	461 H STREET NW	1D	101	Cleared By Arrest
21052054	DC Housing Authority Police	4/24/2021	Assault on a Police Officer	Resisting Arrest	461 H STREET NW	1D	101	Cleared By Arrest
21052054	DC Housing Authority Police	4/24/2021	Traffic Violations	Fail To Identify Self-pedestrian	461 H STREET NW	1D	101	Cleared By Arrest
21052697	DC Housing Authority Police	4/25/2021	Robbery	Assault W/i To Commit Robbery (simple Assault)	5331 DIX STREET NE	6D	608	Suspended
21052697	DC Housing Authority Police	4/25/2021	Robbery	Assault W/i To Commit Robbery (simple Assault)	5331 DIX STREET NE	6D	608	Suspended
21047859	DC Housing Authority Police	4/26/2021	Offenses Against Family & Children	Lewd, Indecent, Or Obscene Acts (all Other Offenses)	1229 G STREET SE	1D	106	Suspended
21053832	DC Housing Authority Police	4/28/2021	Weapon Violations	Unlawful Discharge Of A Firearm	221 51ST STREET NE	6D	602	Suspended
21053875	DC Housing Authority Police	4/28/2021	Other Crimes	Unlawful Entry	711 21ST STREET NE	5D	507	Cleared By Arrest
21053875	DC Housing Authority Police	4/28/2021	Assault on a Police Officer	Resisting Arrest	711 21ST STREET NE	5D	507	Cleared By Arrest
21053884	DC Housing Authority Police	4/28/2021	Other Crimes	Unlawful Entry	716 21ST STREET NE	5D	507	Cleared By Arrest
21053884	DC Housing Authority Police	4/28/2021	Simple Assault	Threats To Do Bodily Harm -misd	716 21ST STREET NE	5D	507	Cleared By Arrest
21053884	DC Housing Authority Police	4/28/2021	Assault on a Police Officer	Resisting Arrest	716 21ST STREET NE	5D	507	Cleared By Arrest
21053884	DC Housing Authority Police	4/28/2021	Traffic Violations	Fail To Make Id Known - Pedestrian	716 21ST STREET NE	5D	507	Cleared By Arrest
21053884	DC Housing Authority Police	4/28/2021	Simple Assault	Threats To Do Bodily Harm -misd	716 21ST STREET NE	5D	507	Cleared By Arrest
21053917	DC Housing Authority Police	4/28/2021	Other Crimes	Unlawful Entry	222 51ST STREET NE	6D	602	Cleared By Arrest
21054440	DC Housing Authority Police	4/29/2021	Other Crimes	Unlawful Entry	219 50TH STREET NE	6D	602	Cleared By Arrest
21054440	DC Housing Authority Police	4/29/2021	Assault on a Police Officer	Resisting Arrest	219 50TH STREET NE	6D	602	Cleared By Arrest
21054840	DC Housing Authority Police	4/29/2021	Simple Assault	Simple Assault	706 12TH STREET SE	1D	106	Cleared By Arrest
21054840	DC Housing Authority Police	4/29/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	706 12TH STREET SE	1D	106	Cleared By Arrest
21054840	DC Housing Authority Police	4/29/2021	Assault on a Police Officer	Resisting Arrest	706 12TH STREET SE	1D	106	Cleared By Arrest
21055230	DC Housing Authority Police	4/30/2021	Simple Assault	Simple Assault	461 H STREET NW	1D	101	Cleared By Arrest
21055540	DC Housing Authority Police	5/1/2021	Narcotics	Poss Of A Controlled Substance -misd	317 50TH STREET SE	6D	604	Cleared By Arrest
21055540	DC Housing Authority Police	5/1/2021	Other Crimes	Unlawful Entry	317 50TH STREET SE	6D	604	Cleared By Arrest
21056296	DC Housing Authority Police	5/2/2021	Damage to Property	Destruction Of Property Less Than \$1000	605 46TH PLACE SE	6D	604	Suspended
21056516	DC Housing Authority Police	5/3/2021	Other Crimes	Unlawful Entry	710 21ST STREET NE	5D	507	Cleared By Arrest
21056568	DC Housing Authority Police	5/3/2021	Traffic Violations	Fleeing from a law enforcement officer in a motor vehicle	4451 G STREET SE	6D	604	Open
21056568	DC Housing Authority Police	5/3/2021	Traffic Violations	Allow Operation W/ Improper Tags	4451 G STREET SE	6D	604	Open
21056968	DC Housing Authority Police	5/3/2021	Traffic Violations	Leaving After Colliding - Personal Injury	221 50TH STREET NE	6D	602	Open
21057489	DC Housing Authority Police	5/4/2021	Theft from Auto	Theft Second Degree (theft From Motor Vehicle)	1133 NORTH CAPITOL STREET NE	5D	501	Suspended
21057570	DC Housing Authority Police	5/4/2021	Damage to Property	Destruction Of Public Property	2320 AINGER PLACE SE	7D	701	Open
21057623	DC Housing Authority Police	5/5/2021	Simple Assault	Simple Assault	1410 CANAL STREET SW	1D	105	Cleared By Arrest
21057817	DC Housing Authority Police	5/5/2021	Damage to Property	Destruction Of Property \$1000 Or More	334 V STREET NW	3D	306	Open
21058623	DC Housing Authority Police	5/6/2021	Simple Assault	Threat To Kidnap Or Injure A Person	667 24TH STREET NE	5D	507	Cleared By Arrest
21058623	DC Housing Authority Police	5/6/2021	Other Crimes	Unlawful Entry	667 24TH STREET NE	5D	507	Cleared By Arrest
21058623	DC Housing Authority Police	5/6/2021	Weapon Violations	Possess Prohibited Weapon	667 24TH STREET NE	5D	507	Cleared By Arrest
21058722	DC Housing Authority Police	5/7/2021	Narcotics	Poss Of A Controlled Substance -misd	716 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21058754	DC Housing Authority Police	5/7/2021	Traffic Violations	Leaving After Colliding- Property Damage	3350 BENNING ROAD NE	6D	601	Suspended
21059148	DC Housing Authority Police	5/8/2021	Other Crimes	Unlawful Entry	524 50TH PLACE NE	6D	602	Cleared By Arrest
21059183	DC Housing Authority Police	5/8/2021	Other Crimes	Unlawful Entry	723 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21059183	DC Housing Authority Police	5/8/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	723 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21059530	DC Housing Authority Police	5/8/2021	Other Crimes	Unlawful Entry	251 V STREET NW	3D	306	Cleared By Arrest
21059530	DC Housing Authority Police	5/8/2021	Assault on a Police Officer	Resisting Arrest	251 V STREET NW	3D	306	Cleared By Arrest
21059833	DC Housing Authority Police	5/9/2021	Simple Assault	Simple Assault	4530 QUARLES STREET NE	6D	601	Suspended
21059932	DC Housing Authority Police	5/9/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	526 50TH PLACE NE	6D	602	Suspended
21060118	DC Housing Authority Police	5/10/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	300 M STREET SE	1D	106	Cleared By Arrest
21060866	DC Housing Authority Police	5/11/2021	Other Crimes	Unlawful Entry	4660 G STREET SE	6D	604	Cleared By Arrest
21061181	DC Housing Authority Police	5/11/2021	Weapon Violations	Unlawful Discharge Of A Firearm	222 51ST STREET NE	6D	602	Suspended
21061732	DC Housing Authority Police	5/12/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1422 1ST STREET SW	1D	105	Pending Closure Warrant/gjo
21061867	DC Housing Authority Police	5/13/2021	Traffic Violations	Permit Suspended-oas	1201 1ST STREET NE	5D	501	Cleared By Arrest
21061867	DC Housing Authority Police	5/13/2021	Liquor Law Violations	Possession Of Open Container Of Alcohol - Vehicle	1201 1ST STREET NE	5D	501	Cleared By Arrest
21062227	DC Housing Authority Police	5/13/2021	Other Crimes	Unlawful Entry	313 50TH STREET NE	6D	602	Cleared By Arrest
21062344	DC Housing Authority Police	5/14/2021	Offenses Against Family & Children	Contempt Of Cpo/tpo	4430 G STREET SE	6D	604	Cleared By Arrest
21062344	DC Housing Authority Police	5/14/2021	Release Violations/Fugitive (Warr)	Bench Warrant	4430 G STREET SE	6D	604	Cleared By Arrest
21062371	DC Housing Authority Police	5/14/2021	Simple Assault	Simple Assault	2201 H STREET NE	5D	507	Cleared By Arrest
21062712	DC Housing Authority Police	5/14/2021	Simple Assault	Simple Assault	3355 BENNING ROAD NE	6D	603	Cleared By Arrest
21062785	DC Housing Authority Police	5/14/2021	Simple Assault	Threats To Do Bodily Harm -misd	5335 CLAY TERRACE NE	6D	608	Cleared By Arrest
21062785	DC Housing Authority Police	5/14/2021	Simple Assault	Threat To Kidnap Or Injure A Person	5335 CLAY TERRACE NE	6D	608	Cleared By Arrest
21062785	DC Housing Authority Police	5/14/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	5335 CLAY TERRACE NE	6D	608	Cleared By Arrest
21062785	DC Housing Authority Police	5/14/2021	Assault on a Police Officer	Resisting Arrest	5335 CLAY TERRACE NE	6D	608	Cleared By Arrest
21062785	DC Housing Authority Police	5/14/2021	Other Crimes	Unlawful Entry	5335 CLAY TERRACE NE	6D	608	Cleared By Arrest
21062785	DC Housing Authority Police	5/14/2021	Other Crimes	Intimidating, Impeding, Interfering, Retaliating Against A Govt Official Or Empl Of Dc	5335 CLAY TERRACE NE	6D	608	Cleared By Arrest
21062925	DC Housing Authority Police	5/15/2021	Simple Assault	Simple Assault	5029 AYERS PLACE SE	6D	604	Cleared By Arrest
21062925	DC Housing Authority Police	5/15/2021	Simple Assault	Simple Assault	5029 AYERS PLACE SE	6D	604	Cleared By Arrest
21064907	DC Housing Authority Police	5/18/2021	Other Crimes	Unlawful Entry	529 50TH PLACE NE	6D	602	Cleared By Arrest
21604517	DC Housing Authority Police	5/18/2021	Simple Assault	Simple Assault	1231 HALF STREET SW	1D	105	Diverted - Youth Court
21065028	DC Housing Authority Police	5/19/2021	Simple Assault	Simple Assault	206 37TH PLACE SE	6D	603	Cleared By Arrest
21065513	DC Housing Authority Police	5/19/2021	Simple Assault	Simple Assault	307 T STREET NE	5D	502	Open
21065616	DC Housing Authority Police	5/20/2021	Traffic Violations	No Permit	709 24TH STREET NE	5D	507	Cleared By Arrest
21065616	DC Housing Authority Police	5/20/2021	Traffic Violations	Counterfeit Tags	709 24TH STREET NE	5D	507	Cleared By Arrest
21066158	DC Housing Authority Police	5/21/2021	Traffic Violations	Counterfeit Tags	1030 KENILWORTH AVENUE NE	6D	601	Cleared By Arrest
21066158	DC Housing Authority Police	5/21/2021	Traffic Violations	No Permit	1030 KENILWORTH AVENUE NE	6D	601	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21066626	DC Housing Authority Police	5/21/2021	Simple Assault	Threats To Do Bodily Harm -misd	1322 1ST STREET SW	1D	105	Cleared By Arrest
21066626	DC Housing Authority Police	5/21/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	1322 1ST STREET SW	1D	105	Cleared By Arrest
21066626	DC Housing Authority Police	5/21/2021	Assault on a Police Officer	Resisting Arrest	1322 1ST STREET SW	1D	105	Cleared By Arrest
21066626	DC Housing Authority Police	5/21/2021	Traffic Violations	Flee Law Enforcement Officer	1322 1ST STREET SW	1D	105	Cleared By Arrest
21066675	DC Housing Authority Police	5/22/2021	Simple Assault	Simple Assault	715 13TH STREET SE	1D	106	Suspended
21067271	DC Housing Authority Police	5/23/2021	Release Violations/Fugitive (Warr)	Bench Warrant	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Damage to Property	Destruction Of Property \$1000 Or More	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Damage to Property	Destruction Of Property \$1000 Or More	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Damage to Property	Destruction Of Property \$1000 Or More	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Property Crimes	ing, Damaging, Destroying, Taking Property Of A Government Official (destruction/damage/vandal	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Property Crimes	ing, Damaging, Destroying, Taking Property Of A Government Official (destruction/damage/vandal	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Other Crimes	Unlawful Entry	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21067271	DC Housing Authority Police	5/23/2021	Damage to Property	Destruction Of Property Less Than \$1000	1133 NORTH CAPITOL STREET NE	5D	501	Cleared By Arrest
21069075	DC Housing Authority Police	5/26/2021	Theft from Auto	Theft (theft From Motor Vehicle)	1920 BRUCE PLACE SE	7D	704	Open
21069075	DC Housing Authority Police	5/26/2021	Damage to Property	Destruction Of Property Less Than \$1000	1920 BRUCE PLACE SE	7D	704	Open
21069124	DC Housing Authority Police	5/26/2021	Theft from Auto	Theft (theft From Motor Vehicle)	2004 JASPER STREET SE	7D	704	Open
21070973	DC Housing Authority Police	5/29/2021	Weapon Violations	Unlawful Discharge Of A Firearm	314 50TH STREET NE	6D	602	Open
21071005	DC Housing Authority Police	5/29/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	534 8TH STREET SE	1D	106	Cleared By Arrest
21071940	DC Housing Authority Police	5/31/2021	Simple Assault	Simple Assault	203 N STREET SW	1D	105	Cleared By Arrest
21071940	DC Housing Authority Police	5/31/2021	Simple Assault	Simple Assault	203 N STREET SW	1D	105	Cleared By Arrest
21072150	DC Housing Authority Police	6/1/2021	Simple Assault	Simple Assault	700 12TH STREET SE	1D	106	Cleared By Arrest
21072150	DC Housing Authority Police	6/1/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	700 12TH STREET SE	1D	106	Cleared By Arrest
21045082A	DC Housing Authority Police	6/2/2021	Simple Assault	Threats To Do Bodily Harm -misd	2700 JASPER STREET SE	7D	702	Open
21073233	DC Housing Authority Police	6/3/2021	Property Crimes	Unauthorized Use Of A Vehicle	4405 QUARLES STREET NE	6D	601	Cleared By Arrest
21073233	DC Housing Authority Police	6/3/2021	Narcotics	Poss W/i To Dist A Controlled Substance	4405 QUARLES STREET NE	6D	601	Cleared By Arrest
21073233	DC Housing Authority Police	6/3/2021	Traffic Violations	Permit Suspended-oas	4405 QUARLES STREET NE	6D	601	Cleared By Arrest
21073649	DC Housing Authority Police	6/3/2021	Simple Assault	Simple Assault	1200 DELAWARE AVENUE SW	1D	105	Cleared By Arrest
21073649	DC Housing Authority Police	6/3/2021	Simple Assault	Threats To Do Bodily Harm -misd	1200 DELAWARE AVENUE SW	1D	105	Cleared By Arrest
21073695	DC Housing Authority Police	6/3/2021	Other Crimes	Unlawful Entry	233 V STREET NW	3D	306	Cleared By Arrest
21073811	DC Housing Authority Police	6/4/2021	Weapon Violations	Unlawful Discharge Of A Firearm	309 53RD STREET NE	6D	608	Open
21073811	DC Housing Authority Police	6/4/2021	Other Crimes	Damages Property Of Another Person In An Amount Exceeding \$250.00	309 53RD STREET NE	6D	608	Open
21074113	DC Housing Authority Police	6/5/2021	Other Crimes	Unlawful Entry	1500 1ST STREET SW	1D	105	Cleared By Arrest
21074355	DC Housing Authority Police	6/5/2021	Other Crimes	Unlawful Entry	44 O STREET SW	1D	105	Cleared By Arrest
21074466	DC Housing Authority Police	6/5/2021	Traffic Violations	Leaving After Colliding - Property Damage	205 61ST STREET NE	6D	608	Open
21074684	DC Housing Authority Police	6/5/2021	Other Crimes	False Alarm	1200 DELAWARE AVENUE SW	1D	105	Open
21074684	DC Housing Authority Police	6/5/2021	Other Crimes	False Alarm	1200 DELAWARE AVENUE SW	1D	105	Open
21074684	DC Housing Authority Police	6/5/2021	Other Crimes	False Alarm	1200 DELAWARE AVENUE SW	1D	105	Open
21074741	DC Housing Authority Police	6/5/2021	Other Crimes	Unlawful Entry	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Assault on a Police Officer	Resisting Arrest	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Other Crimes	Attempt To Flee Law Enforcement Officer	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Simple Assault	Threat To Kidnap Or Injure A Person	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Liquor Law Violations	Possession Of Open Container Of Alcohol - Vehicle	601 MORTON STREET NW	4D	409	Cleared By Arrest
21074741	DC Housing Authority Police	6/5/2021	Damage to Property	Destruction Of Property Less Than \$1000	601 MORTON STREET NW	4D	409	Cleared By Arrest
21075143	DC Housing Authority Police	6/6/2021	Simple Assault	Simple Assault	4714 ALABAMA AVENUE SE	6D	605	Suspended
21075201	DC Housing Authority Police	6/6/2021	Simple Assault	Simple Assault	308 54TH STREET NE	6D	608	Suspended
21075974	DC Housing Authority Police	6/8/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	400 K STREET NE	5D	501	Suspended
21076270	DC Housing Authority Police	6/8/2021	Other Crimes	Unlawful Entry	235 K STREET SW	1D	105	Cleared By Arrest
21076347	DC Housing Authority Police	6/8/2021	Property Crimes	Receiving Stolen Property	4424 G STREET SE	6D	604	Cleared By Arrest
21076365	DC Housing Authority Police	6/8/2021	Other Crimes	Unlawful Entry	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21076365	DC Housing Authority Police	6/8/2021	Assault on a Police Officer	Resisting Arrest	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21076365	DC Housing Authority Police	6/8/2021	Other Crimes	Attempt To Flee Law Enforcement Officer	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21076365	DC Housing Authority Police	6/8/2021	Traffic Violations	Fail To Identify Self-pedestrian	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21076558	DC Housing Authority Police	6/9/2021	Theft	Theft First Degree (all Other Larceny)	400 50TH STREET NE	6D	602	Open
21077513	DC Housing Authority Police	6/10/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	225 K STREET SW	1D	105	Cleared By Arrest
21078044	DC Housing Authority Police	6/11/2021	Traffic Violations	No Permit	2652 FIRTH STERLING AVENUE SE	7D	703	Cleared By Arrest
21078080	DC Housing Authority Police	6/11/2021	Other Crimes	Unlawful Entry	1323 HALF STREET SW	1D	105	Cleared By Arrest
21078080	DC Housing Authority Police	6/11/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	1323 HALF STREET SW	1D	105	Cleared By Arrest
21078080	DC Housing Authority Police	6/11/2021	Narcotics	Poss Of A Controlled Substance -misd	1323 HALF STREET SW	1D	105	Cleared By Arrest
21078080	DC Housing Authority Police	6/11/2021	Narcotics	In A Drug Free Zone	1323 HALF STREET SW	1D	105	Cleared By Arrest
21078155	DC Housing Authority Police	6/12/2021	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	1321 1ST STREET SW	1D	105	Cleared By Arrest
21078488	DC Housing Authority Police	6/12/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	119 RIDGE RD SE	6D	603	Cleared By Arrest
21078725	DC Housing Authority Police	6/13/2021	Driving/Boating While Intoxicated	Driving Under The Influence - 4th Offense	408 C STREET NE	1D	108	Cleared By Arrest
21078725	DC Housing Authority Police	6/13/2021	Traffic Violations	Permit Suspended-oas	408 C STREET NE	1D	108	Cleared By Arrest
21079334	DC Housing Authority Police	6/14/2021	Other Crimes	Unlawful Entry	203 N STREET SW	1D	105	Cleared By Arrest
21080364	DC Housing Authority Police	6/15/2021	Narcotics	Unlawful Possession Of Liquid Pcp	461 H STREET NW	1D	101	Cleared By Arrest
21080364	DC Housing Authority Police	6/15/2021	Narcotics	Poss W/i To Dist A Controlled Substance	461 H STREET NW	1D	101	Cleared By Arrest
21080364	DC Housing Authority Police	6/15/2021	Narcotics	In A Drug Free Zone	461 H STREET NW	1D	101	Cleared By Arrest
21080381	DC Housing Authority Police	6/16/2021	Other Crimes	Unlawful Entry	714 24TH STREET NE	5D	507	Cleared By Arrest
21080926	DC Housing Authority Police	6/16/2021	Other Crimes	Unlawful Entry	1418 1ST STREET SW	1D	105	Open
21081542	DC Housing Authority Police	6/18/2021	Other Crimes	Unlawful Entry	203 N STREET SW	1D	105	Cleared By Arrest
21081603	DC Housing Authority Police	6/18/2021	Other Crimes	Unlawful Entry	712 24TH STREET NE	5D	507	Cleared By Arrest
21081603	DC Housing Authority Police	6/18/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	712 24TH STREET NE	5D	507	Cleared By Arrest
21082214	DC Housing Authority Police	6/19/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21082214	DC Housing Authority Police	6/19/2021	Weapon Violations	Possession Of Unregistered Ammunition	125 RIDGE ROAD SE	6D	603	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21082214	DC Housing Authority Police	6/19/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21082214	DC Housing Authority Police	6/19/2021	Traffic Violations	No Permit	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21082214	DC Housing Authority Police	6/19/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21082214	DC Housing Authority Police	6/19/2021	Traffic Violations	Permit Revoked-oar	125 RIDGE ROAD SE	6D	603	Cleared By Arrest
21082830	DC Housing Authority Police	6/20/2021	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Cleared By Arrest
21083001	DC Housing Authority Police	6/20/2021	Simple Assault	Threat To Kidnap Or Injure A Person	509 51ST STREET NE	6D	602	Suspended
21083001	DC Housing Authority Police	6/20/2021	Damage to Property	Destruction Of Property \$1000 Or More	509 51ST STREET NE	6D	602	Suspended
21083122	DC Housing Authority Police	6/20/2021	Simple Assault	Simple Assault	218 50TH STREET NE	6D	602	Cleared By Arrest
21084066	DC Housing Authority Police	6/22/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1508 2ND STREET SW	1D	105	Cleared By Arrest
21084157	DC Housing Authority Police	6/22/2021	Narcotics	Poss W/i To Dist A Controlled Substance	306 54TH STREET NE	6D	608	Cleared By Arrest
21084157	DC Housing Authority Police	6/22/2021	Narcotics	Poss W/i To Dist A Controlled Substance	306 54TH STREET NE	6D	608	Cleared By Arrest
21084157	DC Housing Authority Police	6/22/2021	Narcotics	In A Drug Free Zone	306 54TH STREET NE	6D	608	Cleared By Arrest
21084643	DC Housing Authority Police	6/23/2021	Damage to Property	Destruction Of Property Less Than \$1000	5304 CLAY TERRACE NE	6D	608	Suspended
21084774	DC Housing Authority Police	6/23/2021	Release Violations/Fugitive (Fug)	Parole Violation (Warrant)	1210 I STREET SE	1D	106	Cleared By Arrest
21084820	DC Housing Authority Police	6/23/2021	Other Crimes	Unlawful Entry	5313 CLAY TERRACE NE	6D	608	Cleared By Arrest
21084998	DC Housing Authority Police	6/24/2021	Theft	Theft Second Degree (all Other Larceny)	667 24TH STREET NE	5D	507	Open
21085407	DC Housing Authority Police	6/24/2021	Other Crimes	Unlawful Entry	101 O STREET SW	1D	105	Cleared By Arrest
21085441	DC Housing Authority Police	6/24/2021	Traffic Violations	No Permit	4952 BLAINE STREET NE	6D	602	Cleared By Arrest
21085505	DC Housing Authority Police	6/24/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	522 50TH PLACE NE	6D	602	Cleared By Arrest
21085505	DC Housing Authority Police	6/24/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	522 50TH PLACE NE	6D	602	Cleared By Arrest
21085920	DC Housing Authority Police	6/25/2021	Traffic Violations	No Permit	300 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21086033	DC Housing Authority Police	6/25/2021	Weapon Violations	Unlawful Discharge Of A Firearm	321 53RD STREET NE	6D	608	Suspended
21086741	DC Housing Authority Police	6/27/2021	Damage to Property	Destruction Of Property Less Than \$1000	220 51ST STREET NE	6D	602	Open
21086762	DC Housing Authority Police	6/27/2021	Simple Assault	Simple Assault	2 ANACOSTIA ROAD SE	6D	603	Cleared By Arrest
21087375	DC Housing Authority Police	6/28/2021	Burglary	Burglary Two	400 50TH STREET NE	6D	602	Suspended
21088512	DC Housing Authority Police	6/30/2021	Traffic Violations	Leaving After Colliding- Property Damage	4400 NANNIE HELEN BURROUGHS AVENUE NE	6D	602	Open
21088730	DC Housing Authority Police	6/30/2021	Robbery	Robbery	1229 G STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined
21089069	DC Housing Authority Police	7/1/2021	Property Crimes	Unlawful Entry Of A Motor Vehicle	2103 G STREET NE	5D	507	Cleared By Arrest
21089094	DC Housing Authority Police	7/1/2021	Other Crimes	Unlawful Entry	321 50TH STREET NE	6D	602	Suspended
21089263	DC Housing Authority Police	7/1/2021	Other Crimes	Unlawful Entry	4660 G STREET SE	6D	604	Cleared By Arrest
21089556	DC Housing Authority Police	7/1/2021	Simple Assault	Simple Assault	505 51ST ST NE	6D	602	Cleared By Arrest
21089964	DC Housing Authority Police	7/2/2021	Other Crimes	Unlawful Entry	233 51ST STREET NE	6D	602	Cleared By Arrest
21089964	DC Housing Authority Police	7/2/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	233 51ST STREET NE	6D	602	Cleared By Arrest
21090350	DC Housing Authority Police	7/3/2021	Simple Assault	Simple Assault	728 24TH STREET NE	5D	507	Suspended
21090572	DC Housing Authority Police	7/3/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	511 51ST STREET NE	6D	602	Suspended
21090676	DC Housing Authority Police	7/3/2021	Theft	Theft First Degree (all Other Larceny)	229 51ST STREET NE	6D	602	Suspended
21090802	DC Housing Authority Police	7/4/2021	Other Crimes	Unlawful Entry	203 N STREET SW	1D	105	Cleared By Arrest
21090828	DC Housing Authority Police	7/4/2021	Traffic Violations	No Permit	INTERSTATE 695 INTERSTATE BN	1D	106	Cleared By Arrest
21090828	DC Housing Authority Police	7/4/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	INTERSTATE 695 INTERSTATE BN	1D	106	Cleared By Arrest
21091186	DC Housing Authority Police	7/4/2021	Other Crimes	Unlawful Entry	1500 2ND STREET SW	1D	105	Cleared By Arrest
21091186	DC Housing Authority Police	7/4/2021	Assault on a Police Officer	Resisting Arrest	1500 2ND STREET SW	1D	105	Cleared By Arrest
21091401	DC Housing Authority Police	7/5/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	734 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21091401	DC Housing Authority Police	7/5/2021	Simple Assault	Threats To Do Bodily Harm -misd	734 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21091525	DC Housing Authority Police	7/5/2021	Simple Assault	Threats To Do Bodily Harm -misd	2700 JASPER STREET SE	7D	702	Cleared By Arrest
21091546	DC Housing Authority Police	7/5/2021	Simple Assault	Simple Assault	708 12TH ST SE	1D	106	Suspended
21091715	DC Housing Authority Police	7/5/2021	Burglary	Burglary Two	509 51ST STREET NE	6D	602	Suspended
21092446	DC Housing Authority Police	7/6/2021	Simple Assault	Simple Assault	253 37TH PLACE SE	6D	603	Suspended
21093798	DC Housing Authority Police	7/8/2021	Release Violations/Fugitive (Warr)	Bench Warrant	640 PARK ROAD NW	4D	409	Cleared By Arrest
21094366	DC Housing Authority Police	7/10/2021	Other Crimes	Unlawful Entry	203 N STREET SW	1D	105	Cleared By Arrest
21094369	DC Housing Authority Police	7/10/2021	Other Crimes	Unlawful Entry	2106 G STREET NE	5D	507	Cleared By Arrest
21094369	DC Housing Authority Police	7/10/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	2106 G STREET NE	5D	507	Cleared By Arrest
21094786	DC Housing Authority Police	7/10/2021	Other Crimes	Unlawful Entry	1369 HALF STREET SW	1D	105	Cleared By Arrest
21096549	DC Housing Authority Police	7/13/2021	Narcotics	Poss Of A Controlled Substance -misd	1623 MONTANA AVENUE NE	5D	505	Cleared By Arrest
21096549	DC Housing Authority Police	7/13/2021	Release Violations/Fugitive (Fug)	Tampering With A Detection Device	1623 MONTANA AVENUE NE	5D	505	Cleared By Arrest
21096549	DC Housing Authority Police	7/13/2021	Narcotics	In A Drug Free Zone	1623 MONTANA AVENUE NE	5D	505	Cleared By Arrest
21096610	DC Housing Authority Police	7/14/2021	Other Crimes	Unlawful Entry	708 12TH STREET SE	1D	106	Cleared By Arrest
21097098	DC Housing Authority Police	7/14/2021	Simple Assault	Simple Assault	1361 HALF STREET SW	1D	105	Suspended
21097137	DC Housing Authority Police	7/15/2021	Simple Assault	Simple Assault	717 13TH STREET SE	1D	106	Exceptionally Cleared - Prosecution Declined
21097415	DC Housing Authority Police	7/15/2021	Offenses Against Family & Children	Contempt Of Cpo/tpo	1325 HALF STREET SW	1D	105	Cleared By Arrest
21097729	DC Housing Authority Police	7/15/2021	Narcotics	Poss Of A Controlled Substance -misd	651 MORTON STREET NW	4D	409	Cleared By Arrest
21097729	DC Housing Authority Police	7/15/2021	Release Violations/Fugitive (Warr)	Bench Warrant	651 MORTON STREET NW	4D	409	Cleared By Arrest
21097729	DC Housing Authority Police	7/15/2021	Other Crimes	Unlawful Entry	651 MORTON STREET NW	4D	409	Cleared By Arrest
21097729	DC Housing Authority Police	7/15/2021	Narcotics	In A Drug Free Zone	651 MORTON STREET NW	4D	409	Cleared By Arrest
21098454	DC Housing Authority Police	7/17/2021	Simple Assault	Simple Assault	1131 K STREET SE	1D	106	Cleared By Arrest
21098890	DC Housing Authority Police	7/18/2021	Traffic Violations	No Permit	100 DIVISION AVENUE NE	6D	608	Cleared By Arrest
21099006	DC Housing Authority Police	7/18/2021	Theft	Theft First Degree (all Other Larceny)	529 50TH PLACE NE	6D	602	Cleared By Arrest
21100576	DC Housing Authority Police	7/20/2021	Simple Assault	Simple Assault	1322 HALF STREET SW	1D	105	Cleared By Arrest
21100616	DC Housing Authority Police	7/21/2021	Other Crimes	Unlawful Entry	529 50TH PLACE NE	6D	602	Cleared By Arrest
21101148	DC Housing Authority Police	7/21/2021	Narcotics	Poss Of A Controlled Substance -misd	1221 M STREET NW	3D	307	Cleared By Arrest
21101148	DC Housing Authority Police	7/21/2021	Assault on a Police Officer	Resisting Arrest	1221 M STREET NW	3D	307	Cleared By Arrest
21101148	DC Housing Authority Police	7/21/2021	Narcotics	In A Drug Free Zone	1221 M STREET NW	3D	307	Cleared By Arrest
21101148	DC Housing Authority Police	7/21/2021	Other Crimes	Unlawful Entry	1221 M STREET NW	3D	307	Cleared By Arrest
21101148	DC Housing Authority Police	7/21/2021	Narcotics	Possession Of Drug Paraphernalia	1221 M STREET NW	3D	307	Cleared By Arrest
21101206	DC Housing Authority Police	7/21/2021	Other Crimes	Unlawful Entry	255 V STREET NW	3D	306	Cleared By Arrest
21101788	DC Housing Authority Police	7/22/2021	Other Crimes	Unlawful Entry	2373 AINGER PLACE SE	7D	702	Cleared By Arrest
21101788	DC Housing Authority Police	7/22/2021	Assault on a Police Officer	Resisting Arrest	2373 AINGER PLACE SE	7D	702	Cleared By Arrest

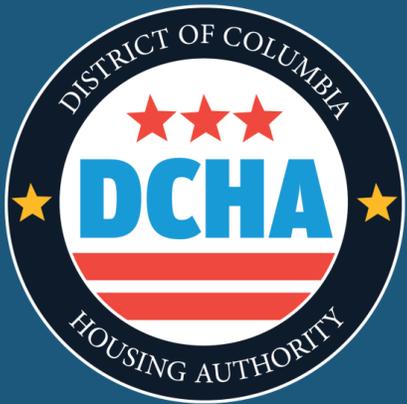
CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21103968	DC Housing Authority Police	7/26/2021	Simple Assault	Simple Assault	222 51ST STREET NE	6D	602	Suspended
21103983	DC Housing Authority Police	7/26/2021	Simple Assault	Threats To Do Bodily Harm -misd	700 12TH STREET SE	1D	106	Open
21104346	DC Housing Authority Police	7/27/2021	Simple Assault	Simple Assault	202 37TH STREET SE	6D	603	Suspended
21104576	DC Housing Authority Police	7/27/2021	Traffic Violations	Speed (30 Or Over)	2400 EAST CAPITOL STREET NE	1D	108	Cleared By Arrest
21105220	DC Housing Authority Police	7/29/2021	Traffic Violations	Counterfeit Tags	120 45TH STREET NE	6D	608	Cleared By Arrest
21105220	DC Housing Authority Police	7/29/2021	Traffic Violations	No Permit	120 45TH STREET NE	6D	608	Cleared By Arrest
21105220	DC Housing Authority Police	7/29/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	120 45TH STREET NE	6D	608	Cleared By Arrest
21105220	DC Housing Authority Police	7/29/2021	Property Crimes	ing, Damaging, Destroying, Taking Property Of A Government Official (destruction/damage/vandal)	120 45TH STREET NE	6D	608	Cleared By Arrest
21105220	DC Housing Authority Police	7/29/2021	Narcotics	Poss W/i To Dist Marijuana-misd	120 45TH STREET NE	6D	608	Cleared By Arrest
21105661	DC Housing Authority Police	7/29/2021	Simple Assault	Simple Assault	4530 QUARLES STREET NE	6D	601	Cleared By Arrest
21105729	DC Housing Authority Police	7/30/2021	Aggravated Assault	Assault With Significant Bodily Injury	4414 BENNING ROAD NE	6D	608	Cleared By Arrest
21106061	DC Housing Authority Police	7/30/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	1131 K STREET SE	1D	106	Cleared By Arrest
21106358	DC Housing Authority Police	7/31/2021	Simple Assault	Simple Assault	410 M STREET SE	1D	106	Cleared By Arrest
21106358	DC Housing Authority Police	7/31/2021	Damage to Property	Destruction Of Property Less Than \$1000	410 M STREET SE	1D	106	Cleared By Arrest
21106388	DC Housing Authority Police	7/31/2021	Other Crimes	Unlawful Entry	709 24TH STREET NE	5D	507	Cleared By Arrest
21106424	DC Housing Authority Police	7/31/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	703 24TH STREET NE	5D	507	Cleared By Arrest
21106424	DC Housing Authority Police	7/31/2021	Simple Assault	Threats To Do Bodily Harm -misd	703 24TH STREET NE	5D	507	Cleared By Arrest
21106635	DC Housing Authority Police	7/31/2021	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Cleared By Arrest
21107638	DC Housing Authority Police	8/2/2021	Narcotics	Poss W/i To Dist A Controlled Substance	1000 12TH STREET SE	1D	106	Open
21107638	DC Housing Authority Police	8/2/2021	Narcotics	Poss Of A Controlled Substance -felony	1000 12TH STREET SE	1D	106	Open
21107638	DC Housing Authority Police	8/2/2021	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Open
21107638	DC Housing Authority Police	8/2/2021	Narcotics	Poss Of A Controlled Substance -felony	1000 12TH STREET SE	1D	106	Open
21108665	DC Housing Authority Police	8/4/2021	Traffic Violations	No Permit	357 RIDGE ROAD SE	6D	603	Cleared By Arrest
21108667	DC Housing Authority Police	8/4/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	357 RIDGE ROAD SE	6D	603	Cleared By Arrest
21109118	DC Housing Authority Police	8/4/2021	Other Crimes	Unlawful Entry	318 50TH STREET NE	6D	602	Cleared By Arrest
21109242	DC Housing Authority Police	8/5/2021	Weapon Violations	CPWOL Outside Home or Business in violation of 2nd Emergency Act of 2014 Act 20-0564	231 37TH PLACE SE	6D	603	Suspended
21109242	DC Housing Authority Police	8/5/2021	Weapon Violations	Possession Of Unregistered Ammunition - Subsection (3)	231 37TH PLACE SE	6D	603	Suspended
21109771	DC Housing Authority Police	8/6/2021	Damage to Property	Destruction Of Property Less Than \$1000	714 21ST STREET NW	2D	207	Open
21109919	DC Housing Authority Police	8/6/2021	Simple Assault	Threats To Do Bodily Harm -misd	700 12TH STREET SE	1D	106	Open
21110112	DC Housing Authority Police	8/6/2021	Release Violations/Fugitive (Warr)	Bench Warrant	700 12TH STREET SE	1D	106	Cleared By Arrest
21110112	DC Housing Authority Police	8/6/2021	Other Crimes	Unlawful Entry	700 12TH STREET SE	1D	106	Cleared By Arrest
21110972	DC Housing Authority Police	8/8/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	845 BARNABY STREET SE	7D	706	Suspended
21110990	DC Housing Authority Police	8/8/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	77 K STREET NE	1D	102	Open
21111460	DC Housing Authority Police	8/9/2021	Damage to Property	Destruction Of Property Less Than \$1000	316 50TH STREET NE	6D	602	Suspended
21111874	DC Housing Authority Police	8/9/2021	Simple Assault	Simple Assault	225 51ST STREET NE	6D	602	Suspended
21111874	DC Housing Authority Police	8/9/2021	Theft	Theft Second Degree (all Other Larceny)	225 51ST STREET NE	6D	602	Suspended
21112525	DC Housing Authority Police	8/10/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	5318 CLAY TERRACE NE	6D	608	Open
21113147	DC Housing Authority Police	8/12/2021	Release Violations/Fugitive (Warr)	Placement Violation (Warrant)	310 50TH STREET NE	6D	602	Cleared By Arrest
21113504	DC Housing Authority Police	8/12/2021	Theft	Theft Second Degree (all Other Larceny)	527 50TH PLACE NE	6D	602	Suspended
21113569	DC Housing Authority Police	8/12/2021	Simple Assault	Simple Assault	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Aggravated Assault	Assault With Significant Bodily Injury	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Simple Assault	Simple Assault	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Weapon Violations	Carry Pistol W/o Lic -outside Home/business	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Weapon Violations	Possession Of Unregistered Ammunition - Subsection (3)	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	4397 F STREET SE	6D	605	Cleared By Arrest
21113569	DC Housing Authority Police	8/12/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	4397 F STREET SE	6D	605	Cleared By Arrest
21114312	DC Housing Authority Police	8/14/2021	Simple Assault	Simple Assault		Unk	Unk	Cleared By Arrest
21114312	DC Housing Authority Police	8/14/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice		Unk	Unk	Cleared By Arrest
21114738	DC Housing Authority Police	8/14/2021	Weapon Violations	Carry Pistol W/o Lic-gun Free Zone	1140 NORTH CAPITOL STREET NW	1D	102	Open
21114738	DC Housing Authority Police	8/14/2021	Weapon Violations	Unlawful Possession Of A Firearm (prior Conviction)	1140 NORTH CAPITOL STREET NW	1D	102	Open
21114738	DC Housing Authority Police	8/14/2021	Narcotics	Poss W/i To Dist A Controlled Substance	1140 NORTH CAPITOL STREET NW	1D	102	Open
21114738	DC Housing Authority Police	8/14/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	1140 NORTH CAPITOL STREET NW	1D	102	Open
21114738	DC Housing Authority Police	8/14/2021	Weapon Violations	Unlawful Poss Ammunition	1140 NORTH CAPITOL STREET NW	1D	102	Open
21115728	DC Housing Authority Police	8/16/2021	Simple Assault	Simple Assault	5331 DIX STREET NE	6D	608	Suspended
21116281	DC Housing Authority Police	8/17/2021	Traffic Violations	Counterfeit Tags	1620 V STREET NW	3D	301	Open
21116281	DC Housing Authority Police	8/17/2021	Property Crimes	Receiving Stolen Property	1620 V STREET NW	3D	301	Open
21116281	DC Housing Authority Police	8/17/2021	Narcotics	Poss Of A Controlled Substance -misd	1620 V STREET NW	3D	301	Open
21116331	DC Housing Authority Police	8/18/2021	Damage to Property	Destruction Of Property Less Than \$1000	1414 1ST STREET SW	1D	105	Cleared By Arrest
11007093	DC Housing Authority Police	8/19/2021	Theft	Theft First Degree (theft From Building)	610 46TH PLACE SE	6D	604	Open
21117364	DC Housing Authority Police	8/19/2021	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	500 INDIANA AVENUE NW	1D	102	Open
21118150	DC Housing Authority Police	8/21/2021	Simple Assault	Simple Assault	1000 12TH STREET SE	1D	106	Victim Refused To Cooperate In The Prosecution
21118581	DC Housing Authority Police	8/22/2021	Other Crimes	Unlawful Entry	2201 H STREET NE	5D	507	Open
21120724	DC Housing Authority Police	8/25/2021	Simple Assault	Threat To Kidnap Or Injure A Person	1140 NORTH CAPITOL STREET NW	1D	102	Closed
21121023	DC Housing Authority Police	8/26/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	125 P STREET SW	1D	105	Suspended
21121389	DC Housing Authority Police	8/27/2021	Simple Assault	Simple Assault	229 37TH PLACE SE	6D	603	Cleared By Arrest
21121389	DC Housing Authority Police	8/27/2021	Damage to Property	Destruction Of Property Less Than \$1000	229 37TH PLACE SE	6D	603	Cleared By Arrest
21121389	DC Housing Authority Police	8/27/2021	Damage to Property	Destruction Of Property Less Than \$1000	229 37TH PLACE SE	6D	603	Cleared By Arrest
21121873	DC Housing Authority Police	8/27/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	4500 QUARLES STREET NE	6D	601	Suspended
21121873	DC Housing Authority Police	8/27/2021	Damage to Property	Destruction Of Property \$1000 Or More	4500 QUARLES STREET NE	6D	601	Suspended
21122407	DC Housing Authority Police	8/28/2021		Assault With Dangerous Weapon Intent To Bodily Harm Without Just Cause	707 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21122407	DC Housing Authority Police	8/28/2021	Simple Assault	Threats To Do Bodily Harm	707 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21122407	DC Housing Authority Police	8/28/2021	Release Violations/Fugitive (Warr)	Bench Warrant	707 LANGSTON TERRACE NE	5D	507	Cleared By Arrest
21122926	DC Housing Authority Police	8/29/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	1220 I STREET SE	1D	106	Suspended
21122926	DC Housing Authority Police	8/29/2021	Damage to Property	Destruction Of Property Less Than \$1000	1220 I STREET SE	1D	106	Suspended
21117093	DC Housing Authority Police	8/30/2021	Other Crimes	0		Unk	Unk	Suspended

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21117093	DC Housing Authority Police	8/30/2021	Other Crimes	0		Unk	Unk	Suspended
21123058	DC Housing Authority Police	8/30/2021	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Cleared By Arrest
21123993	DC Housing Authority Police	8/31/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	318 50TH STREET NE	6D	602	Suspended
21123993	DC Housing Authority Police	8/31/2021	Damage to Property	Destruction Of Property \$1000 Or More	318 50TH STREET NE	6D	602	Suspended
21124630	DC Housing Authority Police	9/1/2021	Traffic Violations	No Permit	4701 BENNING ROAD SE	6D	604	Cleared By Arrest
21124758	DC Housing Authority Police	9/2/2021	Aggravated Assault	Aggravated Assault	717 21ST STREET NE	5D	507	Suspended
21124758	DC Housing Authority Police	9/2/2021	Aggravated Assault	Aggravated Assault	717 21ST STREET NE	5D	507	Suspended
21124758	DC Housing Authority Police	9/2/2021	Aggravated Assault	Aggravated Assault	717 21ST STREET NE	5D	507	Suspended
21125888	DC Housing Authority Police	9/4/2021	Simple Assault	Simple Assault	509 51ST STREET NE	6D	602	Cleared By Arrest
21126659	DC Housing Authority Police	9/5/2021	Theft	Theft First Degree (theft From Building)	2703 BRUCE PLACE SE	7D	701	Suspended
21128067	DC Housing Authority Police	9/8/2021	Damage to Property	Destruction Of Property Less Than \$1000	509 51ST STREET NE	6D	602	Suspended
21128067	DC Housing Authority Police	9/8/2021	Simple Assault	Simple Assault	509 51ST STREET NE	6D	602	Suspended
21128599	DC Housing Authority Police	9/9/2021	Release Violations/Fugitive (Warr)	Bench Warrant	1386 1ST STREET SW	1D	105	Cleared By Arrest
21129953	DC Housing Authority Police	9/12/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	4506 QUARLES STREET NE	6D	601	Suspended
21131881	DC Housing Authority Police	9/14/2021	Simple Assault	Simple Assault	202 37TH STREET SE	6D	603	Open
21131881	DC Housing Authority Police	9/14/2021	Damage to Property	Destruction Of Property Less Than \$1000	202 37TH STREET SE	6D	603	Open
21131914	DC Housing Authority Police	9/14/2021	Traffic Violations	No Permit	300 50TH STREET NE	6D	602	Cleared By Arrest
21133806	DC Housing Authority Police	9/18/2021	Weapon Violations	Carry Pistol W/o Lic -outside Home/business	1000 12TH STREET SE	1D	106	Cleared By Arrest
21133806	DC Housing Authority Police	9/18/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	1000 12TH STREET SE	1D	106	Cleared By Arrest
21133806	DC Housing Authority Police	9/18/2021	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Cleared By Arrest
21133806	DC Housing Authority Police	9/18/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	1000 12TH STREET SE	1D	106	Cleared By Arrest
21133806	DC Housing Authority Police	9/18/2021	Weapon Violations	Possession Of Unregistered Ammunition	1000 12TH STREET SE	1D	106	Cleared By Arrest
21134447	DC Housing Authority Police	9/19/2021	Damage to Property	Destruction Of Property Less Than \$1000	1010 NORTH CAPITOL STREET NW	1D	102	Suspended
21134449	DC Housing Authority Police	9/19/2021	Damage to Property	Destruction Of Property Less Than \$1000	1010 NORTH CAPITOL STREET NW	1D	102	Suspended
21134981	DC Housing Authority Police	9/21/2021	Weapon Violations	Unlawful Discharge Of A Firearm	318 50TH STREET NE	6D	602	Suspended
21135616	DC Housing Authority Police	9/21/2021	Narcotics	Exempt Narcotics	5327 DIX STREET NE	6D	608	Open
21136605	DC Housing Authority Police	9/22/2021	Other Crimes	Unlawful Entry	661 24TH STREET NE	5D	507	Cleared By Arrest
13006755	DC Housing Authority Police	9/23/2021	Assault on a Police Officer	Assault On A Police Officer (misdemeanor) (simple Assault)	1845 HARVARD STREET NW	3D	302	Open
21137185	DC Housing Authority Police	9/24/2021	Other Crimes	Unlawful Entry	1475 COLUMBIA ROAD NW	3D	302	Open
21137562	DC Housing Authority Police	9/24/2021	Theft	Theft First Degree (all Other Larceny)	155 RIDGE ROAD SE	6D	603	Suspended
21137749	DC Housing Authority Police	9/24/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	2125 4TH STREET NW	3D	306	Open
21137749	DC Housing Authority Police	9/24/2021	Traffic Violations	No Permit	2125 4TH STREET NW	3D	306	Open
21138526	DC Housing Authority Police	9/26/2021	Damage to Property	Destruction Of Property Less Than \$1000	713 13TH STREET SE	1D	106	Suspended
21139970	DC Housing Authority Police	9/28/2021	Other Crimes	Unlawful Entry	640 PARK ROAD NW	4D	409	Cleared By Arrest
21139970	DC Housing Authority Police	9/28/2021	Narcotics	Poss Of A Controlled Substance -misd	640 PARK ROAD NW	4D	409	Cleared By Arrest
21139970	DC Housing Authority Police	9/28/2021	Narcotics	Poss Of A Controlled Substance -misd	640 PARK ROAD NW	4D	409	Cleared By Arrest
21140705	DC Housing Authority Police	9/29/2021	Property Crimes	Receiving Stolen Property \$1000 Or More	1828 CAPITOL AVENUE NE	5D	506	Cleared By Arrest
21144777	DC Housing Authority Police	10/6/2021	Damage to Property	Destruction Of Property Less Than \$1000	220 51ST STREET NE	6D	602	Suspended
21146044	DC Housing Authority Police	10/8/2021	Simple Assault	Simple Assault	200 37TH STREET SE	6D	603	Exceptionally Cleared - Prosecution Declined
21146239	DC Housing Authority Police	10/8/2021	Property Crimes	Receiving Stolen Property \$1000 Or More	241 37TH PLACE SE	6D	603	Cleared By Arrest
21146239	DC Housing Authority Police	10/8/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	241 37TH PLACE SE	6D	603	Cleared By Arrest
21147801	DC Housing Authority Police	10/11/2021	Damage to Property	Destruction Of Property Less Than \$1000	527 50TH PLACE NE	6D	602	Open
21149939	DC Housing Authority Police	10/15/2021	Simple Assault	Simple Assault	245 V STREET NW	3D	306	Open
21153115	DC Housing Authority Police	10/20/2021	Other Crimes	Unlawful Entry	3825 9TH STREET SE	7D	706	Open
21153259	DC Housing Authority Police	10/21/2021	Simple Assault	Simple Assault	1220 I STREET SE	1D	106	Cleared By Arrest
21153612	DC Housing Authority Police	10/21/2021	Simple Assault	Simple Assault	203 N STREET SW	1D	105	Exceptionally Cleared - Prosecution Declined
21153776	DC Housing Authority Police	10/22/2021	Weapon Violations	Carry Pistol W/o Lic (misd)	610 46TH PLACE SE	6D	604	Open
21153818	DC Housing Authority Police	10/22/2021	Narcotics	Poss Of A Controlled Substance -felony	500 INDIANA AVENUE NW	1D	102	Open
21153818	DC Housing Authority Police	10/22/2021	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Open
21154550	DC Housing Authority Police	10/23/2021	Damage to Property	Destruction Of Property Less Than \$1000	1000 12TH STREET SE	1D	106	Suspended
21154569	DC Housing Authority Police	10/23/2021	Simple Assault	Simple Assault	1000 12TH STREET SE	1D	106	Cleared By Arrest
21156501	DC Housing Authority Police	10/26/2021	Disorderly Conduct	Urinating Or Defecating In Public	125 P STREET SW	1D	105	Open
21156501	DC Housing Authority Police	10/26/2021	Narcotics	Poss W/i To Dist A Controlled Substance	125 P STREET SW	1D	105	Open
21156501	DC Housing Authority Police	10/26/2021	Narcotics	Poss W/i To Dist Marijuana-misd	125 P STREET SW	1D	105	Open
21156580	DC Housing Authority Police	10/27/2021	Damage to Property	Destruction Of Property Less Than \$1000	1133 NORTH CAPITOL STREET NE	5D	501	Suspended
21157785	DC Housing Authority Police	10/29/2021	Simple Assault	Simple Assault	4410 G STREET SE	6D	604	Cleared By Arrest
21158024	DC Housing Authority Police	10/29/2021	Simple Assault	Simple Assault	1218 I STREET SE	1D	106	Suspended
21158302	DC Housing Authority Police	10/30/2021	Weapon Violations	Unlawful Discharge Of A Firearm	222 51ST STREET NE	6D	602	Open
21158330	DC Housing Authority Police	10/30/2021	Traffic Violations	No Permit	234 DIVISION AVENUE NE	6D	602	Cleared By Arrest
21158762	DC Housing Authority Police	10/30/2021	Other Crimes	Unlawful Entry	315 50TH STREET NE	6D	602	Cleared By Arrest
21158818	DC Housing Authority Police	10/31/2021	Narcotics	Poss Of A Controlled Substance -misd	317 50TH STREET NE	6D	602	Cleared By Arrest
21158818	DC Housing Authority Police	10/31/2021	Narcotics	Poss Of A Controlled Substance -misd	317 50TH STREET NE	6D	602	Cleared By Arrest
21160280	DC Housing Authority Police	11/2/2021	Simple Assault	Simple Assault	700 12TH STREET SE	1D	106	Cleared By Arrest
21160471	DC Housing Authority Police	11/3/2021	Other Crimes	Unlawful Entry	1348 HALF STREET SW	1D	105	Cleared By Arrest
21161546	DC Housing Authority Police	11/5/2021	Weapon Violations	Unlawful Discharge Of A Firearm	724 24TH STREET NE	5D	507	Suspended
21161881	DC Housing Authority Police	11/5/2021	Simple Assault	Simple Assault	410 M STREET SE	1D	106	Open
21162036	DC Housing Authority Police	11/6/2021	Other Crimes	Unlawful Entry	315 50TH STREET NE	6D	602	Cleared By Arrest
21162119	DC Housing Authority Police	11/6/2021	Simple Assault	Simple Assault	2715 30TH STREET SE	6D	606	Open
21162672	DC Housing Authority Police	11/7/2021	Driving/Boating While Intoxicated	Driving Under Influence-1st Off	1200 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21164114	DC Housing Authority Police	11/10/2021	Other Crimes	Unlawful Entry	1800 CAPITOL AVENUE NE	5D	506	Cleared By Arrest
21164144	DC Housing Authority Police	11/10/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	2301 15TH STREET NE	5D	505	Cleared By Arrest
21164144	DC Housing Authority Police	11/10/2021	Assault on a Police Officer	Resisting Arrest	2301 15TH STREET NE	5D	505	Cleared By Arrest
21164144	DC Housing Authority Police	11/10/2021	Other Crimes	Unlawful Entry	2301 15TH STREET NE	5D	505	Cleared By Arrest
21164200	DC Housing Authority Police	11/10/2021	Simple Assault	Simple Assault	1200 DELAWARE AVENUE SW	1D	105	Cleared By Arrest
21164546	DC Housing Authority Police	11/10/2021	Simple Assault	Simple Assault	4940 EADS PLACE NE	6D	602	Suspended

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
21165172	DC Housing Authority Police	11/11/2021	Weapon Violations	Unlawful Discharge Of A Firearm	327 53RD STREET NE	6D	608	Suspended
21165226	DC Housing Authority Police	11/12/2021	Weapon Violations	Unlawful Discharge Of A Firearm	2 ANACOSTIA ROAD SE	6D	603	Suspended
21167621	DC Housing Authority Police	11/16/2021	Weapon Violations	Unlawful Discharge Of A Firearm	401 51ST STREET NE	6D	602	Suspended
21167625	DC Housing Authority Police	11/16/2021	Weapon Violations	Unlawful Discharge Of A Firearm	317 50TH STREET NE	6D	602	Suspended
21167858	DC Housing Authority Police	11/17/2021		Unlawful Entry Into A Building	317 50TH STREET NE	6D	602	Cleared By Arrest
21167863	DC Housing Authority Police	11/17/2021	Other Crimes	Unlawful Entry	314 50TH STREET NE	6D	602	Cleared By Arrest
21168320	DC Housing Authority Police	11/17/2021	Simple Assault	Simple Assault	233 37TH PLACE SE	6D	603	Cleared By Arrest
21168484	DC Housing Authority Police	11/18/2021	Simple Assault	Simple Assault	4506 QUARLES STREET NE	6D	601	Open
21168792	DC Housing Authority Police	11/18/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	610 46TH PLACE SE	6D	604	Suspended
21169029	DC Housing Authority Police	11/19/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	2201 H STREET NE	5D	507	Exceptionally Cleared - Prosecution Declined
21169487	DC Housing Authority Police	11/20/2021	Weapon Violations	Carry Pistol W/o Lic (misd)	309 50TH STREET SE	6D	604	Cleared By Arrest
21169487	DC Housing Authority Police	11/20/2021	Weapon Violations	Possession Of A Large Capacity Ammunition Feeding Device (and)	309 50TH STREET SE	6D	604	Cleared By Arrest
21169487	DC Housing Authority Police	11/20/2021	Weapon Violations	Possession Of Unregistered Ammunition	309 50TH STREET SE	6D	604	Cleared By Arrest
21169487	DC Housing Authority Police	11/20/2021	Weapon Violations	Possession Of Unregistered Firearm/unlawful Possession Of A Firearm Or Destructive Device	309 50TH STREET SE	6D	604	Cleared By Arrest
21170221	DC Housing Authority Police	11/21/2021	Simple Assault	Threats To Do Bodily Harm -misd	1000 12TH STREET SE	1D	106	Cleared By Arrest
21171427	DC Housing Authority Police	11/23/2021	Narcotics	Poss W/i To Dist Marijuana-misd	226 50TH STREET NE	6D	602	Open
21172979	DC Housing Authority Police	11/27/2021	Other Crimes	Unlawful Entry	1475 COLUMBIA ROAD NW	3D	302	Cleared By Arrest
21173226	DC Housing Authority Police	11/27/2021	Other Crimes	Unlawful Entry	1229 G STREET SE	1D	106	Cleared By Arrest
21175061	DC Housing Authority Police	12/1/2021	Release Violations/Fugitive (Warr)	Bench Warrant	2103 G STREET NE	5D	507	Cleared By Arrest
21175061	DC Housing Authority Police	12/1/2021	Other Crimes	Unlawful Entry	2103 G STREET NE	5D	507	Cleared By Arrest
21175061	DC Housing Authority Police	12/1/2021	Release Violations/Fugitive (Warr)	Bench Warrant	2103 G STREET NE	5D	507	Cleared By Arrest
21175061	DC Housing Authority Police	12/1/2021	Release Violations/Fugitive (Warr)	Bench Warrant	2103 G STREET NE	5D	507	Cleared By Arrest
21175481	DC Housing Authority Police	12/1/2021	Simple Assault	Threat To Kidnap Or Injure A Person	260 37TH PLACE SE	6D	603	Open
21175501	DC Housing Authority Police	12/1/2021	Other Crimes	Unlawful Entry	2255 15TH STREET NE	5D	505	Cleared By Arrest
21175567	DC Housing Authority Police	12/2/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	2301 15TH STREET NE	5D	505	Suspended
21175891	DC Housing Authority Police	12/2/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	1229 G STREET SE	1D	106	Suspended
21176129	DC Housing Authority Police	12/2/2021	Simple Assault	Simple Assault	224 50TH STREET NE	6D	602	Cleared By Arrest
21176426	DC Housing Authority Police	12/3/2021	Theft	Theft Second Degree (all Other Larceny)	1000 12TH STREET SE	1D	106	Open
21176743	DC Housing Authority Police	12/4/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	461 H STREET NW	1D	101	Cleared By Arrest
21176743	DC Housing Authority Police	12/4/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	461 H STREET NW	1D	101	Cleared By Arrest
21177287	DC Housing Authority Police	12/5/2021	Other Crimes	Unlawful Entry	1430 L STREET SE	1D	106	Cleared By Arrest
21177287	DC Housing Authority Police	12/5/2021	Narcotics	Poss Of A Controlled Substance -misd	1430 L STREET SE	1D	106	Cleared By Arrest
21178646	DC Housing Authority Police	12/7/2021	Simple Assault	Simple Assault	1302 EASTERN AVENUE NE	6D	602	Suspended
21178824	DC Housing Authority Police	12/7/2021	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Cleared By Arrest
21178824	DC Housing Authority Police	12/7/2021	Assault on a Police Officer	Assault On A Police Officer (simple Assault)	1000 12TH STREET SE	1D	106	Cleared By Arrest
21179702	DC Housing Authority Police	12/9/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	2110 H STREET NE	5D	507	Exceptionally Cleared - Prosecution Declined
21181471	DC Housing Authority Police	12/13/2021	Other Crimes	Unlawful Entry	1363 HALF STREET SW	1D	105	Open
21183108	DC Housing Authority Police	12/15/2021	Damage to Property	Destruction Of Property - Misd	4426 PONDS STREET NE	6D	601	Suspended
21183120	DC Housing Authority Police	12/15/2021	Weapon Violations	Unlawful Discharge Of A Firearm	4508 QUARLES STREET NE	6D	601	Suspended
21183195	DC Housing Authority Police	12/16/2021	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21183195	DC Housing Authority Police	12/16/2021	Release Violations/Fugitive (Warr)	Failure To Appear (OAG)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
21184081	DC Housing Authority Police	12/17/2021	Traffic Violations	Failure To Obey - Emergency	219 50TH STREET NE	6D	602	Cleared By Arrest
21184249	DC Housing Authority Police	12/18/2021	Other Crimes	Unlawful Entry	1360 HALF STREET SW	1D	105	Cleared By Arrest
21184249	DC Housing Authority Police	12/18/2021	Liquor Law Violations	Possession Of An Open Container Of Alcohol (poca)	1360 HALF STREET SW	1D	105	Cleared By Arrest
21184559	DC Housing Authority Police	12/18/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	5207 NANNIE HELEN BURROUGHS AVENUE NE	6D	608	Suspended
21184671	DC Housing Authority Police	12/18/2021	Property Crimes	Unauthorized Use Of A Vehicle	5200 FOOTE STREET NE	6D	608	Cleared By Arrest
21185916	DC Housing Authority Police	12/21/2021	Assault with a Dangerous Weapon	Assault With A Dangerous Weapon	700 12TH STREET SE	1D	106	Cleared By Arrest
21187016	DC Housing Authority Police	12/23/2021	Simple Assault	Simple Assault	308 50TH STREET NE	6D	602	Open
21187409	DC Housing Authority Police	12/24/2021	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	204 45TH STREET NE	6D	602	Suspended
21187448	DC Housing Authority Police	12/24/2021	Other Crimes	Unlawful Entry	301 50TH STREET NE	6D	602	Cleared By Arrest
21187496	DC Housing Authority Police	12/24/2021	Other Crimes	Unlawful Entry	304 54TH STREET NE	6D	608	Cleared By Arrest
21187768	DC Housing Authority Police	12/25/2021	Robbery	Robbery	1140 NORTH CAPITOL STREET NW	1D	102	Cleared By Arrest
21189235	DC Housing Authority Police	12/28/2021	Release Violations/Fugitive (Warr)	Fugitive From Justice	1121 K STREET SE	1D	106	Cleared By Arrest
21190036	DC Housing Authority Police	12/30/2021	Other Crimes	Unlawful Entry	1430 L STREET SE	1D	106	Cleared By Arrest
21190036	DC Housing Authority Police	12/30/2021	Narcotics	Poss Of A Controlled Substance -misd	1430 L STREET SE	1D	106	Cleared By Arrest
21190177	DC Housing Authority Police	12/31/2021	Other Crimes	Unlawful Entry	1257 HOWISON PLACE SW	1D	105	Cleared By Arrest
21190442	DC Housing Authority Police	12/31/2021	Damage to Property	Destruction Of Property - Felony	726 24TH STREET NE	5D	507	Open
22000128	DC Housing Authority Police	1/1/2022	Simple Assault	Simple Assault	4450 PONDS STREET NE	6D	601	Cleared By Arrest
22000530	DC Housing Authority Police	1/1/2022	Release Violations/Fugitive (Warr)	Failure To Appear (USAO)	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22000530	DC Housing Authority Police	1/1/2022	Narcotics	Poss Of A Controlled Substance -misd	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22002701	DC Housing Authority Police	1/7/2022	Property Crimes	Unauthorized Use Of A Vehicle	292 37TH PLACE SE	6D	603	Open
22003853	DC Housing Authority Police	1/10/2022	Theft	Theft First Degree (all Other Larceny)	400 50TH STREET NE	6D	602	Suspended
22005675	DC Housing Authority Police	1/13/2022	Weapon Violations	Unlawful Discharge Of A Firearm	310 54TH STREET NE	6D	608	Suspended
22007206	DC Housing Authority Police	1/17/2022	Other Crimes	Unlawful Entry	2301 11TH STREET NW	3D	304	Cleared By Arrest
22008078	DC Housing Authority Police	1/19/2022	Traffic Violations	No Permit	4510 EAST CAPITOL STREET NE	6D	608	Cleared By Arrest
22008503	DC Housing Authority Police	1/19/2022	Simple Assault	Simple Assault	1131 K STREET SE	1D	106	Cleared By Arrest
22008524	DC Housing Authority Police	1/19/2022	Offenses Against Family & Children	Contempt Of Cpo/tpo	1131 K STREET SE	1D	106	Cleared By Arrest
22008568	DC Housing Authority Police	1/20/2022	Other Crimes	Unlawful Entry	1000 12TH STREET SE	1D	106	Cleared By Arrest
22008568	DC Housing Authority Police	1/20/2022	Narcotics	Poss Of A Controlled Substance -misd	1000 12TH STREET SE	1D	106	Cleared By Arrest
22009047	DC Housing Authority Police	1/20/2022	Release Violations/Fugitive (Warr)	Fugitive From Justice	49 P STREET SW	1D	105	Cleared By Arrest
22010059	DC Housing Authority Police	1/23/2022	Other Crimes	Unlawful Entry	314 50TH STREET NE	6D	602	Cleared By Arrest
22011080	DC Housing Authority Police	1/25/2022	Other Crimes	Unlawful Entry	1430 L STREET SE	1D	106	Cleared By Arrest
22011301	DC Housing Authority Police	1/25/2022	Motor Vehicle Theft	Theft First Degree (Stolen Auto)	2101 M STREET NE	5D	507	Open
22013151	DC Housing Authority Police	1/29/2022	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013151	DC Housing Authority Police	1/29/2022	Narcotics	Poss Of A Controlled Substance -misd	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013151	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest

CCN	Responding Agency	Report Date	Offense Category	Offense Information	Offense Address	District	PSA	Case Status
22013203	DC Housing Authority Police	1/29/2022	Simple Assault	Threats To Do Bodily Harm -misd	229 37TH PLACE SE	6D	603	Cleared By Arrest
22013203	DC Housing Authority Police	1/29/2022	Simple Assault	Simple Assault	229 37TH PLACE SE	6D	603	Cleared By Arrest
22013203	DC Housing Authority Police	1/29/2022	Aggravated Assault	Aggravated Assault Knowingly	229 37TH PLACE SE	6D	603	Cleared By Arrest
22013203	DC Housing Authority Police	1/29/2022	Assault on a Police Officer	Assault On A Police Officer (aggravated Assault)	229 37TH PLACE SE	6D	603	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013479	DC Housing Authority Police	1/29/2022	Narcotics	Poss Of A Controlled Substance -misd	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22013767	DC Housing Authority Police	1/30/2022	Simple Assault	Simple Assault	461 H STREET NW	1D	101	Open
22014923	DC Housing Authority Police	2/1/2022	Other Crimes	Unlawful Entry	1121 K STREET SE	1D	106	Cleared By Arrest
22014949	DC Housing Authority Police	2/1/2022	Weapon Violations	Unlawful Discharge Of A Firearm	226 51ST STREET NE	6D	602	Open
22014976	DC Housing Authority Police	2/1/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22014976	DC Housing Authority Police	2/1/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22014976	DC Housing Authority Police	2/1/2022	Release Violations/Fugitive (Warr)	Bench Warrant	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22014976	DC Housing Authority Police	2/1/2022	Other Crimes	Unlawful Entry	500 INDIANA AVENUE NW	1D	102	Cleared By Arrest
22015560	DC Housing Authority Police	2/3/2022	Assault on a Police Officer	Resisting Arrest	308 54TH STREET NE	6D	608	Cleared By Arrest
22015560	DC Housing Authority Police	2/3/2022	Other Crimes	Tampering With Physical Evidence	308 54TH STREET NE	6D	608	Cleared By Arrest
22015560	DC Housing Authority Police	2/3/2022	Narcotics	Poss W/i To Dist A Controlled Substance	308 54TH STREET NE	6D	608	Cleared By Arrest
22015560	DC Housing Authority Police	2/3/2022	Narcotics	Poss W/i To Dist A Controlled Substance	308 54TH STREET NE	6D	608	Cleared By Arrest
22015560	DC Housing Authority Police	2/3/2022	Narcotics	Poss W/i To Dist A Controlled Substance	308 54TH STREET NE	6D	608	Cleared By Arrest
22015678	DC Housing Authority Police	2/3/2022	Simple Assault	Threats To Do Bodily Harm -misd	2215 G STREET NE	5D	507	Open
22015984	DC Housing Authority Police	2/3/2022	Other Crimes	Unlawful Entry	308 54TH STREET NE	6D	608	Open

Office of Public Safety  
2021  
*CRIME REPORT*  
*January – December 2021*



2/2/2022

# Office of Public Safety (202 – 535-2575)

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**Purpose - Created to assist city law enforcement agencies with providing services in and around public housing in the District of Columbia**

Composition:

- Sworn Personnel with full law enforcement authority throughout the District of Columbia
- Special Police Officers with law enforcement authority on DCHA properties
- Security Officers with no law enforcement authority
- Civilian Administrative Support Staff

# Office of Public Safety

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## Staffing Levels (2/2/2022)

<b>Positions</b>	<b>Current</b>	<b>Authorized</b>	<b>Vacancies</b>
Sworn Officers:	21	32	11 (1 Sr. Ofc. Hire pending)
Sworn Officials:	14	16	2 (Selections made)
Special Police:	39	46	7
Security Officer:	54	63	9
Administrative:	6	7	1
<b>Totals:</b>	<b>134</b>	<b>(164)</b>	<b>30</b>

# Crime Abatement Initiatives

- **Enforcement Initiatives:**
  - *Directed Patrol Deployment* –
    - Assigning personnel on foot, scooter and in cars to patrol the same designated communities throughout their tour
  - *Automated Workforce Deployment (AWD)* –
    - OPS utilized the AWD tool to provide patrol officers with a cell phone based platform directing them to patrol designated areas within DCHA communities that have been identified as problem areas.
  - *Strategic Enforcement Sweeps-*
    - OPS deployed a “High Impact Team” during the late evening to early morning hours to thoroughly check designated properties for criminal conduct and or disorder.
  - *Trespassing warning notice-*
    - OPS developed a trespassing warning notice for issuance to unauthorized subjects discovered on DCHA property. This notice is being utilized in situations that do not justify a barring of the subject.
  - *Bar Notices-*
    - OPS utilized bar notices as an effective tool to reduce the number of unauthorized persons loitering and committing crimes on our properties. During the period of January – December 2021, OPS has issued **402 bar notices**.
  - *Arrests-*
    - During the period of January – December 2021, OPS made **322 arrest** of subjects committing crimes on or near our properties, a large portion on our arrests are for subject that were previously barred but were located on the property in violation of the notice.
  - *Fight Back Referrals-*
    - OPS conducts reviews of criminal conduct involving DCHA residents and when appropriate makes fight back referrals to our legal team. During the period of January – December 2021, **41 fight back referrals** were submitted concerning criminal conduct by residents.
  - *Partnerships* –
    - The OPS/MPD Partnership is essential in our efforts to provide safer communities for our residents. Coordinated patrol efforts and joint outreach initiatives provide residents with a visible police presence and increased access to essential city services. OPS has been conducting joint enforcement initiatives and outreach programs with our MPD and DC Govt. partners.

# 2021 Seizures/Recoveries

- During 2021, OPS enforcement initiatives resulted in the recovery/seizure of the following contraband from DCHA Communities:
  - Twenty-Four (24) firearms and one (1) ghost gun receiver.
  - One hundred, ninety-one (191) loose rounds of assorted ammunition.
  - One bullet proof vest.
  - Thirty-Two (32) stolen vehicles.
  - Two (2) stolen vehicle tags.
  - Two (2) all terrain vehicles.
  - Quantities of cannabis, crack cocaine, heroin, PCP, and methamphetamine.
  - Assorted drug paraphernalia
  - 3 Narcotic scales
  - \$1,749.00 in U.S. Currency.

# Policing Utilizing Modern Technology

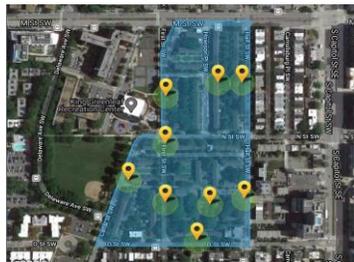
DCHA continued to utilize technology to provide residents with safe and sustainable communities.

- **Verbosity Automated Workforce Deployment System (AWD)** - this is a mobile-based technology solution designed to send automated tasks to mobile devices requiring geo-spatial verification of users and the completion of those assigned tasks in the geo-spatial location. This system allows OPS to guide staff to predetermined areas of concern and automatically registers their completion of each task. The Office of Public Safety reviewed 3 years of violent crime data and utilized recent concerns from residents to determine the task locations at each site.
- During 2021, OPS members conducted **10,270** completed location checks and recorded **72,360** touches at the designated properties.

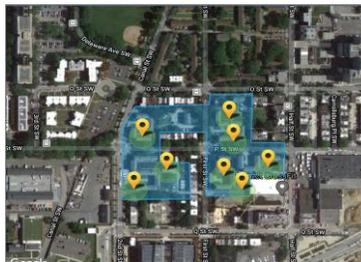
Carroll Apts.



James Creek



Syphax Gardens



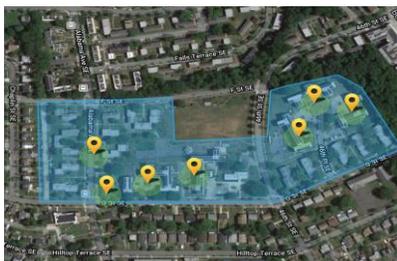
Ledroit/Kelly Miller



Langston Dwellings/Additions



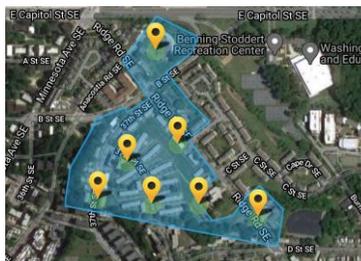
Benning Terrace



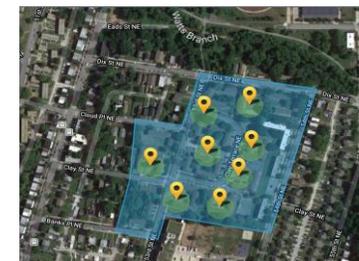
Kenilworth Courts



Ft. DuPont/Stoddert Terrace



Richardson Dwellings



Lincoln Heights



# Creating Opportunities through Collaboration and Partnerships to Improve the Quality of Life for DCHA Residents

OPS continued to collaborate with stakeholders in the best interest of our residents by partnering with agencies to conduct events on and around DCHA properties. Throughout 2021, OPS officers and outreach staff participated in numerous event, the following are highlights from each month:

- January
  - Provided a detail of staff members to represent DCHA and assist with the 59<sup>th</sup> Presidential Inauguration.
  - Provided assistance to the Hopkins/Sibley COVID-19 Vaccination Clinics conducted at the Ft. Lincoln and Sibley Plaza properties.
- February
  - Provided assistance to the Hopkins/Sibley COVID-19 Vaccination Clinics conducted at senior properties.
  - OPS utilized the new command center to assist the MPD 6<sup>th</sup> District in identifying a suspect and vehicle involved in a homicide.
- March
  - OPS utilized the new command center to assist the U.S. Marshalls Service with the apprehension of a wanted felon in the Stoddert Terrace community.
  - Provided assistance to the DCHA/Johns Hopkins COVID-19 Vaccination Clinics in Wards 5, 7 & 8.
- April
  - Participated in a Health and Wellness Program in James Creek Community.
  - Participated in the Earth Day Program in the Potomac Gardens Community.
  - Participate in a Drug Awareness Program in the Potomac Gardens Community.
- May
  - Participated in a Health and Wellness Program in the Hopkins Apartments Community.
  - Participated in the 2021 MPD Summer Crime Initiative Partners Kickoff Meeting.
- June
  - Participated in the James Creek Health and Wellness event on the property.
  - Participated in the Sibley Townhomes Community Walk with the resident council.
  - Partnered with MPD for Beat the Streets events in the Potomac Gardens, Stoddert Terrace, Richardson Dwelling and Langston Terrace Areas.
  - Participated in the 2021 MPD Summer Crime Initiative (SCI) Partners weekly briefings.

# Creating Opportunities through Collaboration and Partnerships to Improve the Quality of Life for DCHA Residents (Cont.)

- July
  - Attended the Building Blocks initial meeting at the Kenilworth Property.
  - Participated in the ANC 7E Public Safety Event in the 5100 B/O So. Ave. SE
  - Participated in the Sibley Townhomes Community Day.
  - Partnered with MPD to conduct a Beat the Streets event in the Greenleaf Area
  - Partnered with MPD to conduct a Potomac Gardens SCI movie night at 12<sup>th</sup> & I St. SE.
- August
  - On 8/3 OPS conducted National Night Out (NNO) events in the Lincoln Heights. and Langston Terrace community. OPS also participated in the MPD First District Citizen Advisory Council's NNO event.
  - Participated in the "Rolling for Peace" safety event held in the Sibley Townhomes community.
  - Participated in the "Stop the Violence" event held in the Potomac Gardens community.
  - Participated in the Potomac Gardens "Back to School" event.
  - Participated in the Syphax Gardens "Back to School" event.
  - Participated in the Woodland Terrace "Back to School" event.
  - Participated in the Langston Terrace "Back to School" event.
- September
  - Assisted at Stay DC Events in the Langston Terrace and Potomac Gardens Communities.
  - Participated in the MPD/1D Community Helpers Day Parade.
  - Participated in the Office of Resident Services Senior Community Event at the Greenleaf Building.

# Creating Opportunities through Collaboration and Partnerships to Improve the Quality of Life for DCHA Residents (Cont.)

- October

- Participated in a planning meeting w/ Community Navigator and Resource Provider for Montana Day
- Assisted with Stay DC Events in the Lincoln Height, Benning Terrace, Woodland Terrace and Greenleaf Communities.
- Attended a Virtual Safety Meeting w/ Mark Timberlake (Building Blocks) and Area Manager Ms. Roberts to discuss safety issues on Woodland Terr./Kenilworth and Syphax, James Creek and 203 N St., S.W.
- Attended a meeting with Community Resource Provider and Citizens of Benning Terrace regarding Gun Violence, Safety Issues and Concerns.
- Assisted with the Community Navigator Breast Cancer Event @ Garfield Terrace.
- Attended “Jobs not Guns” Gun Violence Prevention Event hosted by Mark Timberlake (Building Blocks) @ Gateway Pavilion.
- Assisted with the Family Halloween Celebration hosted by Events DC @ Gateway Pavilion.
- Assisted with the Family Halloween Celebration hosted by Richardson Dwellings.

- November

- Partnered with the National Football League Players Association, MPD, the Smithsonian Institute Office of Protective Services and Pastor Hill of the Exodus Center to take youth from the Woodland Terrace Community to a Monday Night Football game between the Washington Football Team and the Seattle Seahawks.
- Participated in a Community Engagement program with MPD at Sibley Plaza, Greenleaf Gardens, Potomac Gardens and James Creek.
- Assisted the St. Johns High School Band with staging at the DCHA Central Office lawn and rear lot.
- Partnered with MPD for to host a Warrant Service and Characteristics of Armed Gunman Training of OPS staff.
- Assisted the Office of Resident Service with Resident Leadership Training for new and reelected resident council members.
- Participated in the Sibley Plaza Day of Service providing meals to senior residents.

- December

- Assisted at each of the Gift of Love events conducted for residents.
- OPS adopted the Hopkins Apartment Community for Christmas and Partnered with MPD along with Long and Foster Realty to conduct a toy give-away for youth which included a Christmas caravan with Santa’s sleigh. OPS provide various toys to include two (2) bicycles to community youth.
- OPS obtained toys from one of our community partners and distributed them to families in the Potomac Gardens Community and at several pop-up locations on 12/24 & 25/2021.

# Developing and Implementing a Stakeholder and Community Outreach and Engagement Strategies:

Throughout the year OPS initiated strategies to ensure the continued ability to engage our stakeholders through a combination of virtual, telephonic and in person engagements. Examples of this initiative are the:

- **Residential Officer Program** – This program allows members of the DCHAPD and MPD to reside at DCHA properties in exchange for providing an extra level of security and support for their community. These officers are fully involved in the community working with both residents and management in assisting with their concerns. Currently there are 15 officers (5 DCHAPD/10 MPD) in this program, residing at 12 DCHA properties.
- **Weekly Property Managers Conference Call** – This provided the opportunity for OPS and PMO staff to discuss issues pertaining to the respective properties and resident concerns.
- **Quarterly Community Engagement Meetings for Resident Councils and Stakeholders** – These meetings provided OPS with the opportunity to share information with our internal and external stakeholders and receive feedback on our efforts.
- **Outreach Worker Engagement** – OPS has 2 full time outreach staff, throughout the year these members worked closely with MPD outreach staff, resident leadership and service providers to provide services to our residents.
- **Monthly Property Managers/Resident Counsel Meeting** – OPS was available upon request to attend and present law enforcement updates at these monthly meetings.

# January – December 2021/2020 Crime Comparison



# January – December 2021/2020 Crime Comparison

## OAG Compliance Agreement Properties



# DCHA vs. Citywide Crime Comparison January – December 2021

Offense Type	Crimes Reported on DCHA Properties (Footprint) January - December 2021  (% of citywide crime)	Citywide Reported Crime January - December 2021
Violent Crime	46 (1.13%)	4,086
Property Crime	55 (0.23%)	24,177
All Crimes	101 (0.36%)	28,263

# MPD Citywide Crime Data January – December 2021

mpdc homepage - Bing x DC Crime Cards x +

https://dcatlas.dcgis.dc.gov/crimecards/all:crimes/all:weapons/dated:01012021:12312021/citywide:heat

Metropolitan Police Department

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

I want to explore all crimes dated: 1/1/2021 to 12/31/2021 citywide on a heat map OK

Explore these **28,263** incidents in the map, charts, and tables below or [Download this Data](#)

### Totals

	Previous Period	Search Dates	
Total Crime	27,880	28,263	↑
<b>All Violent Crime</b>	3,992	4,086	↑
👤 Homicide	195	222	↑
👤 Sex Abuse	175	176	↑
🔪 Assault w/Dangerous Weapon	1,627	1,665	↑
👛 Robbery	1,995	2,023	↑
<b>All Property Crime</b>	23,888	24,177	↑
🏠 Burglary	1,440	1,168	↓
🚗 Theft f/Auto	8,272	8,635	↑
👛 Theft/Other	10,903	10,876	↓
🚗 Motor Vehicle Theft	3,260	3,495	↑
🔥 Arson	13	3	↓

### Crime Map

Min: 1 Max: 785 Average: 96.5

### In Summary

All crimes went up ↑ by 383 citywide during your search dates when compared to a similar earlier time period

#### Your search

📅 1/1/2021 - 12/31/2021 12:00 am

● all

📍 citywide

#### Compared to

📅 1/1/2020 - 12/31/2020 12:00 am

● all

📍 citywide

Type here to search

11:39 AM 1/5/2022

**RESOLUTION 16-25**

**TO ADOPT FINAL REGULATIONS TO ALLOW TRIENNIAL RECERTIFICATION FOR ELDERLY AND DISABLED FAMILIES ON A FIXED INCOME**

WHEREAS, the District of Columbia Housing Authority (DCHA) administers the Housing Choice Voucher Program (HCVP) and Low-Income Public Housing (LIPH) in the District of Columbia; and

WHEREAS, the Department of Housing and Urban Development requires that DCHA collect information from participants in its programs every year to ensure they remain eligible; and

WHEREAS, as part of its Moving to Work ("MTW") authority, DCHA has adopted regulations allowing HCVP participants and Public Housing tenants to recertify biennially, rather than annually; and

WHEREAS, DCHA wishes to allow certain elderly and/or disabled families on a fixed income to recertify triennially; and

WHEREAS, Section 6-203(12) of the District of Columbia Housing Authority Act of 1999, as amended (the "Act"), empowers the District of Columbia Housing Authority ("DCHA") to adopt and implement administrative procedures in compliance with District of Columbia's Administrative Procedures Act;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the District of Columbia Housing Authority that the amendments of Title 14 (Housing) of the District of Columbia Municipal Regulations (DCMR), Chapter 53 (Recertifications, Housing Quality Standard Inspections, and Family Moves), Chapter 54 (Verification Procedures), Chapter 55 (Portability), Chapter 58 (Owner Eviction Guidelines and Grounds for Termination from the Housing Choice Voucher Program), Chapter 61 (Public Housing: Admission and Recertification), Chapter 62 (Rent Calculations), and Chapter 98 (Public Housing: Achieving Your Best Life Rewards Property Program), attached hereto, be adopted as proposed herein as Final Regulations.

ADOPTED, by the Board of Commissioners of the District of Columbia Housing Authority and signed in authentication of its passage the 9th day of November, 2016.

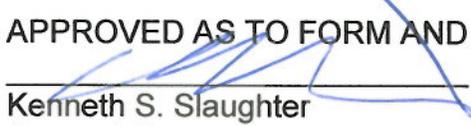
ATTEST:

  
\_\_\_\_\_  
Adrienne Todman  
Executive Director/ Secretary

APPROVAL:

  
\_\_\_\_\_  
Terri Thompson  
Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Kenneth S. Slaughter  
General Counsel

## ATTACHMENT

### THE DISTRICT OF COLUMBIA HOUSING AUTHORITY

#### NOTICE OF FINAL RULEMAKING

The Board of Commissioners of the District of Columbia Housing Authority (DCHA), pursuant to the District of Columbia Housing Authority Act of 1999, effective May 9, 2000 (D.C. Law 13-105; D.C. Official Code § 6-203 (2012 Repl.)), hereby gives notice of its intent to adopt the following amendments to Chapter 53 (Recertifications, Housing Quality Standard Inspections, and Family Moves), Chapter 54 (Verification Procedures), Chapter 55 (Portability), Chapter 58 (Owner Eviction Guidelines and Grounds for Termination from the Housing Choice Voucher Program), Chapter 61 (Public Housing: Admission and Recertification), Chapter 62 (Rent Calculations), and Chapter 98 (Public Housing: Achieving Your Best Life Rewards Property Program) of Title 14 (Housing) of the District of Columbia Municipal Regulations (DCMR).

The purpose of the amendments is to allow elderly and/or disabled public housing and Housing Choice Voucher Program families living on a fixed income to recertify triennially, rather than biennially.

The proposed rulemaking was published in the *D.C. Register* on October 7, 2016, at 63 DCR 12368. This rulemaking was adopted as final at the Board of Commissioners regular meeting on November 9, 2016. The final rules will become effective upon publication of this notice in the *D.C. Register*. **Chapter 53, RECERTIFICATIONS, HOUSING QUALITY STANDARD INSPECTIONS, AND FAMILY MOVES, of Title 14, HOUSING, of the DCMR is amended as follows:**

**5300. INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT**

5300.1 Once a participant is receiving assistance, the following regularly scheduled events shall occur:

- (a) Periodic recertification, in which income is calculated and total tenant payment is determined;
- (b) Interim recertification when necessary; and
- (c) Housing Quality Standard inspections.

**5311. APPLYING UTILITY ALLOWANCES**

**5311.1 PROGRAM DESCRIPTION**

The purpose of the simplified calculation of utility allowances for Housing Choice Voucher participants is to enable program participants, landlords, and PHA to be able to easily calculate a participant utility allowance utilizing one

utility schedule. The new utility allowance is based on the lower of the bedroom size or voucher size, source of heating, electricity, and whether the participant is responsible for paying water and sewer usage. The utility consumption rates for the District of Columbia shall be reviewed annually and if there is a change of 10% or more the simplified utility allowance schedule shall be adjusted accordingly.

- 5311.2 The utility allowance is calculated for each Family based upon DCHA's utility allowance schedule. The schedule is based on the average utility costs in the District of Columbia. The utility allowance schedule set by DCHA applies to all assisted program types.
- 5311.3 A DCHA established utility allowance schedule is used in determining Family Share and HAP. DCHA shall use the appropriate utility allowance as calculated by Section 5332.
- 5311.4 DCHA, under its MTW Authority, established its "Simplified Utility Allowance Schedule". The following provisions shall apply to calculating utility allowances:
- (a) DCHA shall use a simplified schedule to calculate utility allowances at the time of a Family's initial lease-up, periodic recertification, interim recertification, or when a family transfers to another unit pursuant to § 5333 -- Family Moves;
  - (b) The utility allowance calculation for all participants shall be determined using one structure type selected by DCHA annually.
  - (c) Generally, DCHA shall determine the structure type to by using the most commonly rented structure type based on the previous fiscal year.
  - (d) At its discretion, DCHA may select a structure type larger or smaller than the most commonly rented structure type if it determines that selecting the most common structure type may cause a disproportionate number of hardships or disproportionate number of excessive allowances to Families.
  - (e) Based on the structure type chosen, DCHA shall provide to all Families a flat allowance for tenant-paid gas and electric, an additional flat allowance if the unit is all electric, and an additional flat allowance if the participant is also responsible for water and sewer.
- 5311.5 DCHA shall approve a utility allowance amount higher than shown on DCHA's schedule if a higher allowance is needed as a reasonable accommodation for a Family member with a disability, in accordance with DCHA's procedures regarding reasonable accommodation.
- 5311.6 In the event of an interim recertification, DCHA shall use the utility allowance schedule in effect at the time of the family's last periodic recertification. Revised utility allowances shall be applied to a Family's rent and subsidy calculations at the first periodic recertification that is effective after the allowance is adopted.

**5312. PERIODIC RECERTIFICATION OF INCOME**

- 5312.1 Families shall be requested to submit a recertification packet which includes some of the following information on income, assets, allowances and deductions, and Family composition at least biennially, unless they qualify for triennial periodic recertification as described in §5312.4.
- 5312.2 When families move to another dwelling unit, the Family may be required to complete an interim recertification.
- 5312.3 If the Family reports a change which results in an increase or decrease in the TTP, other than in response to a periodic recertification, it shall be considered an interim adjustment.
- 5312.4 A family may be permitted to recertify triennially, rather than biennially, if all members of the household are
- (a) Elderly and/or disabled; and
  - (b) Earning fixed income only. Fixed income shall be defined as non-wage income of a fixed monthly or yearly amount.

**5313. RECERTIFICATION NOTICE TO THE FAMILY**

- 5313.1 In accordance with § 8410.1, DCHA shall maintain a recertification tracking system that shall ensure that at least one hundred fifty (150) days in advance of the scheduled periodic recertification effective date, the Head of Household shall be notified by mail that she or he is required to complete a recertification packet by a specified date. The notice shall tell the participant which documents to submit.
- 5313.2 The Head of Household may be required to physically come into DCHA's office on the date and time requested in order to complete the recertification process.
- 5313.3 DCHA may permit mail-in recertification or in-home recertification as a reasonable accommodation to persons unable to come into DCHA's office.

**5314. DCHA INITIATED INTERIM RECERTIFICATIONS**

- 5314.1 DCHA may require families who report zero income to complete a zero (0) income interview and certification not more frequently than every one hundred twenty (120) days.
- 5314.2 Families may be required to complete an interim recertification of income at the time of a move from one assisted unit to another at any time other than the periodic recertification date.
- 5314.3 DCHA may conduct an interim recertification at any time in order to correct an error in a previous recertification or to investigate possible participant fraud.

**5315. CHANGES IN INCOME**

- 5315.1 Families shall not be required to report any increase in household income between periodic or interim recertifications. Any increase in income shall only be included in the determination of annual household income at the next periodic recertification.
- 5315.2 If the Family has household income and adds an adult Family member with a source of income, DCHA shall only include the new adult member income, as applicable, in the determination of annual household income at the next periodic recertification.
- 5315.3 If a zero income family adds an adult member with a source of income, DCHA shall the new income in the determination of annual household income effective the first of the month following the DCHA approval of the new adult member.
- 5315.4 Any decreases in income shall be processed in accordance with § 5310.
- 5315.5 Pursuant to 24 C.F.R. § 5.615, if a Family reports a decrease in income from the loss of welfare benefits due to fraud or noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program, that decrease in income shall not cause a change in the Family's share of the rent.

**5321. HOUSING QUALITY STANDARDS AND INSPECTIONS**

- 5321.1 DCHA is required to inspect each unit receiving assistance under the HCVP to ensure that it is “decent, safe, and sanitary” according to Housing Quality Standards.
- 5321.2 DCHA may adopted additional local requirements of acceptability, defined in § 5324 and the local District of Columbia Housing Code.
- 5321.3 A unit must meet Housing Quality Standards to be eligible for a Housing Assistance Payment, both at initial lease-up and so long as the participant Family resides in the unit.
- 5321.4 DCHA shall perform four types of inspections:
  - (a) Initial;
  - (b) Annual;
  - (c) Complaint; and
  - (d) Quality Assurance.

**5333. FAMILY MOVES**

- 5333.1 Except as noted in this subsection, families may move in accordance with chapter 85 of this title of the DCMR.

- 5333.2 Each Family shall give notice to move in accordance with chapter 85 of this title of the DCMR.
- 5333.3 DCHA shall not approve requests to move a Family more than once in a twelve (12) month period unless one of the exceptions apply:
- (a) A victim or Family seeks to move under the protections enumerated in the VAWA;
  - (b) DCHA terminates the HAP contract with the owner; or
  - (c) The move is necessary to grant a request for a reasonable accommodation.
- 5333.4 Families may only request a Voucher transfer briefing if the Family:
- (a) Has not been terminated or is not currently being recommended for termination;
  - (b) Is in good standing with the lease in the current unit (no outstanding rent or tenant-responsible utility bills); and
  - (c) Does not have any current tenant-caused HQS violations in their existing unit.
- 5333.5 Notwithstanding § 5334.4, Families who qualify for emergency transfer vouchers shall be issued a transfer voucher if one (1) or more of the following conditions apply:
- (a) The family has demonstrated a need based on the protections for victims of intrafamily violence as explained in § 4907;
  - (b) DCHA has terminated the HAP contract with the Family's landlord;
  - (c) The Owner has initiated eviction proceedings against the Family;
  - (d) DCHA may grant an emergency transfer upon request from the OAG, DOJ, or USAO as a matter of safety; or for witness protection if the family is within the first year of their lease. Where feasible, DCHA shall seek the written authorization of the Landlord to release the family prior to making any decision about allowing the family to move to another unit, if the family is in the first year of their lease; or
  - (e) If DCHA determines that the family voucher size is too large, and the family is not within the first year of tenancy.
- 5333.6 Families may choose to request only one (1) transfer voucher annually, no earlier than 30 days before the month they last entered into a lease and no later than 30 days after they last entered into a lease unless the Family qualifies for one (1) of the emergency conditions as stated in § 5333.6.

**Chapter 54, VERIFICATION PROCEDURES, of Title 14, HOUSING, of the DCMR is amended as follows:**

**5402. METHODS OF VERIFICATION**

5402.1 In order of priority, the forms of verification that DCHA shall use are:

- (a) Up-front Income Verification (UIV) whenever available;
- (b) Third-party Written Verification;
- (c) Third-party Written Verification Forms;
- (d) Third Party Oral Verification; and
- (e) Self-Certification.

5402.2 UIV shall be used to the extent that these systems are available to DCHA. UIV is an automatic form of third-party verification.

5402.3 Current UIV Resources at DCHA are:

- (a) HUD's EIV system;
- (b) The Work Number;
- (c) Department of Human Services;
- (d) Department of Employment Services; and
- (e) Child Support Enforcement.

5402.4 DCHA shall use HUD's EIV system as a third-party source to verify Family member employment and income information during periodic and interim recertification of Family composition and income, and shall not require the Family to provide information already available through the EIV system. The reports shall be retained in the participant file with the appropriate transaction.

5402.5 EIV reports shall constitute third party verification when the Family does not dispute the income sources and it is supplemented with participant provided documents. EIV may not be used to calculate anticipated wage income; it shall only be used as a verification of the employment income source.

5402.6 If the Family does not dispute the income source, DCHA shall use participant provided documents to anticipate annual income.

5402.7 DCHA shall attempt another form of third party verification in the following circumstances:

- (a) The Family disputes income source in EIV;

- (b) Additional information is required as determined by DCHA; and
  - (c) In cases of absent Family members and approved requests for reasonable accommodations.
- 5402.8 When DCHA is unable to obtain verification through a UIV source, DCHA shall make at least two (2) attempts to obtain third-party verification before using another form of verification.
- 5402.9 DCHA shall seek third-party verification using a combination of written and oral requests to verification sources. Information received orally from third parties may be used either to clarify information provided in writing by the third party or as independent verification when written third-party verification is not received in a timely fashion.
- 5402.10 DCHA shall consider documentation provided by the Family to be written third party verification if the documentation is:
- (a) Original documentation generated by a third party source;
  - (b) Dated within sixty (60) days preceding the date of the periodic recertification or interim adjustment; and
  - (c) If pay stubs, they are consecutive and dated within thirty (30) days of submission.
- 5402.11 DCHA may mail, fax, e-mail, or hand deliver third-party written verification requests and shall accept third-party responses using any of these methods:
- (a) DCHA shall send a written request for verification to each required source and give the source ten (10) business days to respond in writing;
  - (b) If a response has not been received by the eleventh business day, DCHA may request third-party oral verification;
  - (c) A record of each attempt to contact the third-party source (including no-answer calls) and all contacts with the source shall be documented in the file. When DCHA uses oral third party verification a "Document Viewed or Person Contacted" form shall be filled out by the staff person;
  - (d) When any source responds orally to the initial written request for verification DCHA shall accept the oral response but shall also request that the source complete and return any verification forms that were provided;
  - (e) If a third party agrees to confirm in writing the information provided orally, DCHA shall wait no more than five (5) business days for the information to be provided. If the information is not provided by the sixth business day, DCHA shall use any information provided orally in combination with the information provided by the Family; or

- (f) DCHA shall determine that third-party verification is not available when there is a service charge for verifying an asset or expense and the Family has original documents that provide the necessary information. DCHA shall document in the Family file the reason that the third-party verification was not available and shall place a photocopy of the original document(s) in the Family file.
- 5402.12 If DCHA determines that third-party verification is not available or not required, DCHA shall use information provided by the Family as verification.
- 5402.13 DCHA may also review documents when necessary to help clarify information provided by third parties. In such cases DCHA shall document in the file how DCHA arrived at a final conclusion about the income or expense to include in its calculations.
- 5402.14 DCHA shall accept a self-certification from a Family as verification of assets disposed of for less than fair market value.
- 5402.15 DCHA shall only review documents in lieu of requesting third-party verification when the market value of an individual asset or an expense is less than ten thousand dollars (\$10,000) annually and the Family has original documents that support the declared amount.
- 5402.16 Any documents used for verification shall be the original (not photocopies), if available, and shall be dated within one hundred eighty (180) days of the interview date, except tax returns which can be dated within three hundred sixty five (365) days of the interview and may not be original.
- 5402.17 The documents shall not be damaged, altered or in any way illegible. Print-outs from web pages are considered original documents. A DCHA staff member who views the original document shall make a photocopy.
- 5402.18 DCHA may reject any income documentation for reasons allowed by the administrative plan or HUD.
- 5402.19 When information cannot be verified by a third party or by review of documents, Family members shall be required to submit self-certifications attesting to the accuracy of the information they have provided to DCHA.
- 5402.20 DCHA may require a Family to certify through a sworn statement that a Family member does not receive a particular type of income or benefit.
- 5402.21 The self-certification shall be made in a format acceptable to DCHA and shall be signed by the Family member whose information or status is being verified. All self-certifications shall be signed in the presence of a DCHA representative or shall be notarized.

**5403. FAMILIES WHO REPORT NO INCOME**

5403.1 During any periodic or interim recertification where a Family reports they earn no income, a worksheet shall be utilized to determine potential undisclosed sources of income. Families with no income shall be subject to periodic interim recertification as further explained in § 5604.

**5407. ASSETS**

5407.1 DCHA, under its MTW authority established Initiative 3.7.08 entitled "Rent Simplification and Collection" which simplified calculation of assets for purposes of determining income. The following provision shall apply to calculating assets as imputed income:

- (a) DCHA shall not require documentation of assets during the periodic recertification process; and
- (b) DCHA shall not consider imputed income from assets in the calculation of total annual income.

**Chapter 55, PORTABILITY, of Title 14, HOUSING, of the DCMR is amended as follows:**

**5504. BILLING**

5504.1 The Receiving PHA shall provide initial billing to DCHA:

- (a) No later than ten (10) business days following the date of execution of the HAP contract; and
- (b) To receive the billing no later than sixty (60) days following the expiration date of the Family's voucher issued by the Initial PHA.

5504.2 DCHA shall accept billing by mail, fax, or email. If billing notice is not received by the deadline DCHA shall contact the Receiving PHA by mail, email, or fax to determine the status of the Family.

5504.3 If the Receiving PHA reports that the Family is not yet under HAP contract, DCHA shall inform the Receiving PHA in writing that they shall not accept any subsequent billing on behalf of the Family and shall not honor any subsequent billing, and the Receiving PHA shall be required to absorb the voucher.

5504.4 If the Receiving PHA reports that the Family is under HAP contract and it cannot absorb the Family DCHA shall accept the subsequent late billing.

5504.5 The Receiving PHA shall send a copy of the updated HUD Form-50058 at each periodic recertification for the duration of time the Receiving PHA is billing DCHA on behalf of the Family, regardless of whether there is a change in the billing amount.

- 5504.6 Should DCHA fail to receive an updated HUD Form-50058 by the periodic recertification date, it shall contact the Receiving PHA to verify the status of the Family. DCHA may not withhold payment solely because the Receiving PHA did not submit the updated HUD Form-50058 by the periodic recertification date.
- 5504.7 DCHA shall also receive a new HUD Form-52665 along with the HUD Form-50058 when the Initial PHA reports any changes in the billing amount, if applicable. The notice shall be received by DCHA no later than ten (10) working days following the effective date of the change.
- 5504.8 If the Receiving PHA fails to send the HUD Form-52665 within ten (10) working days following the effective date of the change in the billing amount, DCHA is not responsible for paying any increase in the monthly billing amount incurred prior to the notification.
- 5504.9 Should there be a decrease in the monthly billing amount DCHA shall notify the Receiving PHA in writing of the overpayment and DCHA shall recover overpayment in the following month's payment. If DCHA is unable to recover payments in the following month, DCHA shall demand that the Receiving PHA reimburse within thirty (30) days of notification.

**5510. BILLING DEADLINES AND ONGOING RESPONSIBILITIES**

- 5510.1 DCHA shall submit initial billing notice as follows:
- (a) No later than ten (10) working days following the date the HAP contract was executed; and
  - (b) In time that it shall be received no later than sixty (60) days following the expiration date of the Family's voucher issued by the Initial PHA.
- 5510.2 When billing, DCHA shall:
- (a) Send HUD Form-52665 and HUD Form-50058 via fax, mail or email, as acceptable by the initial PHA;
  - (b) DCHA shall inform the Initial PHA of its MTW status and its periodic Recertification initiatives;
  - (c) Send the Initial PHA a copy of the updated HUD Form-50058 at each periodic recertification for the duration of time DCHA is billing the Initial PHA on behalf of the Family, regardless of whether there is a change in the billing amount; and
  - (d) Send a new HUD Form-52665 along with the HUD Form-50058 to report any changes in the billing amount, if applicable. The notice shall be sent to the Initial PHA no later than ten (10) working days following the effective date of the change.

- 5510.3 Should the periodic recertification be late and DCHA fail to submit the billing within ten (10) days of the effective date the initial PHA may not withhold payment solely because DCHA did not submit the updated from HUD Form-50058 by the periodic recertification date.
- 5510.4 If DCHA causes the delay, the Initial PHA is not required to pay any increase in payment after the billing deadline, and may begin paying the increased amount the following month.
- 5510.5 Should DCHA fail to properly notify the Initial PHA and the Initial PHA refuses to pay the increased cost, DCHA shall be required to absorb the increased cost for the period in which the billing was late.
- 5510.6 When a current Family in good standing requests to port outside of DCHA jurisdiction, DCHA shall:
- (a) Not issue a voucher to the Family; and
  - (b) Notify the Initial PHA of the Family's desire to port to another jurisdiction.
- 5510.7 The Initial PHA shall be responsible for issuing a voucher and sending the portability paperwork to the PHA where the Family wishes to port. DCHA shall assist the Initial PHA by providing them the most current HUD Form-50058 and supporting documentation.
- 5510.8 Billing arrangements shall be terminated once the HAP payments for the landlord terminate. DCHA shall notify the Initial PHA in advance of the effective date of the termination of billing.

**Chapter 58, OWNER EVICTION GUIDELINES AND GROUNDS FOR TERMINATION FROM THE HOUSING CHOICE VOUCHER PROGRAM, of Title 14, HOUSING, of the DCMR is amended as follows:**

**5808. FAMILY OBLIGATIONS TO AVOID TERMINATION**

- 5808.1 The Family shall:
- (a) Supply such certification, release, information or documentation as DCHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible alien status, and submissions required for a periodic or interim recertification of Family income and composition;
  - (b) Allow DCHA to inspect the dwelling unit at reasonable times and after reasonable notice;
  - (c) Notify DCHA before vacating the dwelling unit;
  - (d) Use the dwelling unit solely for residence by the Family, and as the Family's principal place of residence; and

- (e) Promptly give DCHA a copy of a Writ of Restitution received when an Owner seeks to remove the family from the unit within ten (10) days of the date of the notice.

5808.2 The Family shall not:

- (a) Own or have any interest in the unit except for participants in the Home Ownership Assistance Program (HOAP) as further explained in chapter 92 of this title of the DCMR, other than in a cooperative;
- (b) Commit any fraud in connection with the HCVP;
- (c) Receive duplicative housing assistance under the HCVP while occupying, or receiving housing assistance for occupancy of, any other unit assisted under any Federal housing assistance program (including any Section 8 program); or
- (d) Sublease or assign the lease or transfer the unit.

5808.3 DCHA shall terminate assistance if:

- (a) A Family fails to submit required documentation within the required timeframe concerning any Family member's citizenship or immigration status as enumerated in chapter 54 of this title of the DCMR;
- (b) A Family submits evidence of citizenship and eligible immigration status in a timely manner, but USCIS primary and secondary verification does not verify eligible immigration status of the Family;
- (c) A Family member, as determined by DCHA, has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit.
- (d) A Family is not receiving HAP assistance for more than twelve (12) months due to an increase in income; or

5808.5 For § 5908.4(c), such termination shall be for a period of at least twenty-four (24) months. This does not apply to ineligible noncitizens already in the household where the Family's assistance has been prorated.

5808.6 A Family shall not receive HCVP assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the Family, except as a reasonable accommodation that DCHA approves.

5808.7 DCHA shall determine if a Family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or a writ of possession. Such violations may include, but are not limited to:

- (a) Nonpayment of rent;

- (b) Disturbance of neighbors;
- (c) Destruction of property;
- (d) Living or housekeeping habits that cause damage to the unit or premises;  
and
- (e) Criminal activity.

**5811. PARTICIPANTS RECEIVING NO HOUSING ASSISTANCE PAYMENT ASSISTANCE**

- 5811.1 Participants receiving no HAP assistance because their rental share equals the full rent may remain on the Program for twelve (12) months from the effective date they no longer receive assistance.
- 5811.2 When the twelve (12) months has been reached, the Owner shall be notified of the termination of the HAP Contract, in accordance with the HAP Contract.
- 5811.3 However, if the Owner is granted a rent increase during this period and the rent increase would cause DCHA to resume HAP payments, or if at periodic or interim recertification the participant has properly reported loss of income resulting in a HAP payment, the payments shall resume.
- 5811.4 During the twelve (12) month period that a Family may remain in the Program unassisted, DCHA shall perform all of the duties and responsibilities normally required in the Program, including recertifications and inspections of the unit. If the Family remains unassisted for twelve (12) months, without reporting a change that would trigger an increase in the HAP, the HAP contract shall terminate after twelve (12) months.
- 5811.5 Upon reducing a Family's HAP to zero (0), DCHA shall give the Family a written notice containing the following information:
- (a) As a result of its income and Family composition, the Family is responsible for the full contract rent;
  - (b) The Family may remain in the program for twelve (12) months paying the full contract rent;
  - (c) If the Family's income or Family composition changes, the Family should report that information to DCHA;
  - (d) If the Family remains at zero (0) assistance for twelve (12) months without reporting a change in income or Family composition, the Family will be terminated from the HCVP;

- (e) The Family may move to another unit during the twelve (12) month period and if the Family would be entitled to assistance at the new unit (because of a higher rent, for example), DCHA will pay assistance at the new unit; and
- (f) The Family's right to challenge the determination in accordance with chapter 89 of this title of the DCMR.

5811.6 If the tenant wants to move to another unit during this period whose rent is not greater, DCHA may execute a new HAP Contract for the new unit at zero dollars (\$0) assistance.

**Chapter 61, PUBLIC HOUSING: ADMISSION AND RECERTIFICATION, of Title 14, HOUSING, of the DCMR is amended as follows:**

**6118. RECERTIFICATION**

6118.1 Lessee shall recertify, periodically as determined by § 6118.2, and shall be responsible for providing to DCHA a completed application for continued occupancy, including the appropriate verification forms. The forms are those provided by or otherwise authorized by DCHA. The Lessee's responsibility to provide a completed application for continued occupancy, including the appropriate verification forms shall include but is not limited to the following:

- (a) Lessees shall be required to return the recertification package including any required substantiating documentation or verification forms to DCHA within thirty (30) days of receipt of the recertification package;
- (b) Lessee shall obtain from other household members any information, documentation and signatures, as DCHA may require, when submitting a completed application for continued occupancy, including the appropriate verification forms as DCHA may require;
- (c) The Lessee shall provide DCHA, for each household member, to DCHA a listing of the exact amount of income or benefits, from whatever source and the exact source of the income or benefit;
- (d) The Lessee shall provide certification from all adult household members that their income has been accurately reported;
- (e) Lessee shall provide the full name, gender, Social Security Number and date of birth for each household member;
- (f) Lessee shall provide to DCHA proof of the Lessee's and/or any household member's enrollment in an educational facility and shall provide this information for any household member that Lessee is seeking to add;
- (g) Lessee's who wish to remove a household member from the household shall have the burden of proof that such person has permanently vacated

the Leased Premises and must submit documents satisfactory to DCHA, in accordance with Subsection 6119.1, that the household member is residing elsewhere; and

- (h) If the Lessee has misrepresented or failed to submit timely to DCHA any facts used in the determination of rent, whether intentionally or by mistake, DCHA may charge and collect as rent the difference between the rent actually paid and the rent which would have been due had the proper information been submitted timely by the Lessee. This amount, the basis for the charge, and notice of the Lessee's grievance rights will be made available to lessee in writing by DCHA. This amount shall be posted to the Lessee's account and rent statement. Lessee shall receive written notice of the new amount which shall be due as stated in the notice, but not less than thirty (30) days from the date of the notice. A failure to accurately report income, deductions, family composition, or any other information may result in legal action being taken by DCHA or law enforcement agencies.

6118.2 Lessee shall recertify biennially unless they qualify for triennial recertification, as described in § 6118.3.

6118.3 To qualify for triennial recertification, all members of the household must be:

- (a) Elderly and/or disabled; and
- (b) Earning fixed income only. Fixed income shall be defined as non-wage income of a fixed monthly or yearly amount.

**Chapter 62, RENT CALCULATIONS, of Title 14, HOUSING, of the DCMR is amended as follows:**

**6200. RENT CALCULATIONS**

6200.1 Notwithstanding provisions which may appear elsewhere in this subtitle, each tenant shall pay, as tenant rent, one of the following:

- (a) Income-based rent as the greater of one twelfth (1/12) of thirty percent (30%) of adjusted income or one twelfth (1/12) of ten percent (10%) of the annual income. The value of any assets or imputed income from assets shall not be used in the calculation of income based rent. Actual net income from assets greater than the threshold described above shall be included in the determination of adjusted income;
- (b) Market-based rent which shall not be lower than 80% of the applicable United States Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) for applicable Metropolitan Statistical Area. If the Market-based rent is less than income-based rent, as determined by DCHA, the family shall pay the lower;

- (1) Pursuant to HUDs PIH Notice 2014-12 implementing Sections 210 and 243 of Title II of Pub.L. 113-76, the Consolidation Appropriations Act of 2014, if the application of the flat rent rule increases a family's existing rent by more than 35%, then the market-based rent amount shall be phased in as necessary to ensure that the family's existing rental payment does not increase by more than 35% biennially.
  - (c) If the family is determined by DCHA to have no adjusted income, the family shall pay minimum rent as provided in § 6210.
- 6200.2 Any changes in tenant rent shall be stated in a special supplement to the lease, which shall, upon issuance, become a part of the dwelling lease. The special supplement to the lease shall constitute the tenants thirty (30) day written notice of an increase in tenant rent. The family shall be provided a copy of the special supplement to the lease.
- 6200.3 A copy of the market-based rent schedule for a property shall be available at each property management office, on the DCHA web site, or can be requested from the DCHA.
- 6200.4 At initial lease-up and with each periodic recertification or interim recertification, DCHA shall calculate the family's income-based rent. If the market-based rent, as listed in the current market-based rent schedule for the property, is less than the family's income-based rent, the family shall pay the lower amount.
- 6200.5 If a tenant is paying a market-based rent, the tenant shall:
- (a) Submit an interim recertification in accordance with § 6117 for any change in family circumstances. Change in family circumstances may include, but shall not be limited to, reductions in income, employment, or other assistance; or increases in expenses for medical costs, child care, transportation, or education pursuant to § 6119; and
  - (b) Provide DCHA with a completed application for continued occupancy, in accordance with § 6118.
- 6200.6 All changes in tenant rent, both income-based and market-based and whether after an interim or periodic recertification, shall be implemented in accordance with §§ 6118, 6119, and this chapter.
- 6200.7 In properties where utilities and other essential services are supplied to the tenant by DCHA, tenant rent payable to DCHA under the dwelling lease shall be the same as total tenant payment.
- 6200.8 Tenant rent shall be computed after both annual income and adjusted income have been verified.
- 6200.9 The tenant shall receive retroactive credit to credit an administrative error.

6200.10 Tenants occupying property for a portion of a month at the time of move-in shall be charged a pro-rata share of the full monthly rate determined by DCHA.

6200.11 Allowances and special deductions:

- (a) In properties where tenants are responsible for paying for their own utility bills, the utility allowance shall be subtracted from the total tenant payment to determine the tenant rent payable to DCHA. If the tenant rent resulting from the subtraction of the utility allowance from the total payment is negative, DCHA shall send a monthly check in the amount of the difference to the tenant.
- (b) At Redeveloped Properties or Service Rich Properties, as defined in 14 DCMR Section 6113, which an Association Fee is assessed, residents at such properties may be required to pay an amount calculated to equal the Association Fee attributable to the unit and shall be granted an allowance reflecting the Association Fee payment. The allowance shall be subtracted from the tenant rent to determine the tenant payment as follows:
  - (1) Any utility allowance shall be deducted from the tenant rent first. The allowance for the Association Fee shall be deducted from any remaining positive amount. If the deduction of the utility allowance results in a negative rent there shall be no charge for an Association Fee and no deduction for the Association Fee allowance. If the deduction of the Association Fee allowance results in a negative amount, the required Association Fee payment from the tenant and its associated allowance shall be reduced so that the tenant rent is zero.
  - (2) If the tenant fails to pay the Association Fee on time, the fee shall be converted to rent, not to exceed 30% of adjusted income, when added to the monthly rent, for the month in which the fee was paid.
  - (3) If the Association Fee is paid after entry of judgment as part of the payment required to avoid eviction, the fee shall be recorded as the Association Fee, and the ledger shall be updated to reflect the tenant's payments.

**6214. NEIGHBOR TO NEIGHBOR CARE PROGRAM**

6214.1 Purpose of the Program. The District of Columbia Housing Authority ("DCHA") Neighbor to Neighbor Care Program is a program designed to assist public housing residents participate in activities that are a benefit to themselves and the community. The Neighbor to Neighbor Care Program is designed to give families a greater ownership in their communities and to facilitate upward mobility. Participation for certain residents is required by HUD, participation for others is voluntary. The objective, whether participation is voluntary or required, is to facilitate residents achieving economic self sufficiency and contributing to their

neighbors and community.

6214.2 Voluntary or Required Participation

- (1) All adult members of a household leasing a rental unit in a public housing development exempt or non-exempt under 6214.3, may participate in any Approved Service Program as identified in 6214.4.
- (2) Each adult member of a household leasing a rental unit in a public housing development, unless exempt under Subsection 6214.5, shall, as a condition of their continued occupancy, contribute the equivalent of eight (8) hours per month, for a total of at least 96 hours in any given year, in an approved voluntary community service activity as specified in 6214.4.
- (3) Political activities, including campaigning, voter registration, voting or getting out the vote, do not qualify for meeting the Participation Requirement specified in 6214.2(2) above. Work that is compensated as employment does not qualify to meet the Participation Requirement.

6214.3 Exemptions

- (1) Certain adult household members are exempt from required participation in the Neighbor to Neighbor Care Program if they can document that they are:
  - (a) 62 years old or older;
  - (b) Blind or disabled as determined in accordance with Federal regulations implementing the Social Security Act;
  - (c) The primary caretaker of an individual identified in (b) above;
  - (d) Engaged in one, or a combination of, the work activities identified below for at least the same number of hours per week (or total over the course of a year) as specified in 6214.2(2) above:
    - (i) Employment;
    - (ii) on-the-job training,
    - (iii) job search and job readiness programs, including, but not limited to, registration with the Department of Employment Services and the DCHA Section 3 program.
    - (iv) job skills training directly related to employment,
    - (v) vocational educational training,
    - (vi) education directly related to employment, for individuals who have received a high school diploma or a certificate of general equivalence;

- (vii) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence,
  - (viii) provision of child care services to an individual who is participating in a Neighbor-to-Neighbor activity or an activity that exempts an individual from required Neighbor-to-Neighbor activities.
- (e) Exempt from having to engage in a work activity under a Qualified Assistance Program,
  - (f) A member of a family receiving assistance, under a Qualified Assistance Program, provided that the family has not been found by the administering agency to be in noncompliance with such program;
- (2) DCHA shall review the exempt status of each adult family member as part of the recertification process.

6214.4

#### Approved Service Programs

- (1) The Office of Resident Services shall maintain a list of approved Neighbor to Neighbor sponsors and activities which offer opportunities for service and economic and educational advancement for residents. The list shall be available to the DCHA City Wide Advisory Board and all DCHA Resident Councils as well as from each Property Manager.
- (2) Additional programs and activities may be approved and added to the list from time to time, as follows:
  - (a) A resident may request the addition of a Service Program to the list by submitting documentation from the sponsor of the -Program as to the Program's activities and an authorized representation that it does not engage in political activities and that the resident will not be employed by the Program.
  - (b) Any Resident Council or the City Wide Advisory Board may request the addition of a Program by submitting documentation about the Program as to the scope of its activities and that the Program is not engaged in political activities.
- (3) Approved Service Programs may include programs and activities such as those listed below.
  - (a) Voluntary Community Service Activities, such as: Serving in leadership positions in the Resident Council, District of Columbia City-Wide Advisory Board, the DHCA Board of Commissioners or the Resident Advisory Committee, but no political activities or voter registration activities.

- (b) Resident Council or City-Wide Advisory Board sponsored Service Programs
- (c) Participating in DCHA sponsored community service programs, including but not limited to Orange Hat patrols, building playgrounds and landscaping events;
- (d) Tutoring or other support program at a local public or private school in the resident's community
- (e) Participation in church sponsored programs that support the community and individuals in the community
- (f) Civic and public interest organizations, such as the Boys and Girls Clubs of Greater Washington, United Way, AmeriCorps and Vista;
- (g) Volunteer and support programs at a local public or non-profit institution, such as the public, charter or private school, Head Start, before or after school programs, childcare center, hospital, clinic, hospice, nursing home, recreation center or senior center.
- (h) Educational Advancement Programs, such as:
  - (i) English proficiency or literacy classes;
  - (ii) English as a second language classes;
  - (iii) Financial Management;
  - (iv) Credit Counseling;
  - (v) Household Management; or
  - (vi) Others as approved by DCHA.

6214.5 Reporting

- (1) All adult family members required to participate in the Neighbor-to-Neighbor program shall provide to DCHA as part of the family's recertification package, a signed statement by each such adult describing the Neighbor-to-Neighbor activities pursued since the household's last recertification-and certifying the hours of service provided.
- (2) Each adult family member claiming exemption from required Neighbor-to-Neighbor program participation according to the provisions of 6214.3, above shall provide to DCHA as part of the family's recertification package:
  - (a) a signed statement by each adult claiming an exemption certifying either:

- (i) a statement of the basis of the exemption under 6214.3 (a) - (c) (e) or (f) hereinabove, or
  - (ii) a description of the work activities pursued by each exempt adult member under 6214.3(d) hereinabove.
- (3) DCHA may require a release from the family member authorizing DCHA to obtain verification of any or all information provided in the household's annual report of Neighbor-to-Neighbor activities and DCHA may, subsequent to submission, seek third party verification of any or all information supporting an exemption.
- (4) The provision of false certifications or information that cannot be verified by a third party shall be cause for a determination of non-compliance in accordance with 6214.6 below.

6214.6 Compliance and noncompliance.

- (1) At least thirty days prior to the household's periodic recertification date, DCHA shall determine that the head of household and all adult family members that are not otherwise exempt hereunder have met the Participation Requirement through taking part in one or more Approved Service Programs.
- (2) If DCHA determines that a family member who is required to fulfill the Participation Requirement failed to meet the requirement, DCHA shall provide written notice to the family member of DCHA's determination which shall describe such noncompliance.
- (3) DCHA shall provide an opportunity for the head of household and noncompliant family members to cure the non-compliance by:
  - a) Entering into a written agreement whereby the head of household and/or noncompliant family member agree to a Personal Service Plan that provides for the hours required under 6214.4(2) or 6214.5(d) above, as well as the hours that were not provided in the preceding year, over the next twelve. (12) month period;
  - b) Agreeing to a date certain to vacate the leased premises.
- (4) If at the next recertification, any adult family member is still not in compliance, DCHA may serve a notice to quit or cure and, unless the head of household provides third party documentation in form satisfactory to DCHA that the noncompliant family member no longer resides with the family in the unit, then DCHA will seek judicial termination of the household's lease.
- (5) A head of household may request a grievance hearing on DCHA's determination of noncompliance in accordance with the provisions of

Chapter 63 of this Title.

6214.7

Definitions:

- (a) "Adult" means any individual, 18 years of age or older residing in a unit owned by DCHA.
- (b) "Approved" means any approval provided by DCHA to the head of household and/or a family member in writing.
- (c) "Approved Service Program" is a program approved by DCHA in accordance with 6214.4 hereof.
- (d) "Exempt" means an individual for whom participation is not required but only voluntary as a result of one or more of the conditions described in 6214.3.
- (e) "Family Member" means all authorized occupants under the lease agreement with DCHA, excluding Live-in-Aides.
- (f) "Head of Household" means the individual(s) who signed the lease agreement with DCHA.
- (g) "Participation Requirement" is the service requirement specified in Section 6214.2(2) and met through participation in an Approved Service Program.
- (h) "Qualified Assistance Program" is a District of Columbia program funded under Part A of Title IV of the Social Security Act, 42 U.S.C. § 601 et seq. or under any other District of Columbia welfare program including a welfare to work program.

**Chapter 98, PUBLIC HOUSING: ACHIEVING YOUR BEST LIFE REWARDS  
PROPERTY PROGRAM, of Title 14, HOUSING, of the DCMR is amended as follows:**

**9806. AYBL PROGRAM ELIGIBILITY DETERMINATION**

- 9806.1 Only AYBL Applicant families who are determined eligible and successful in being selected in the appropriate lottery will be placed on an AYBL Site-based Transfer Waiting List(s) for which the family has chosen to be listed.
- 9806.2 AYBL Family will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.
- 9806.3 The DCHA shall consider an AYBL Applicant Family eligible for participation in the AYBL program if the AYBL Applicant Family meets the following criteria:
  - (a) Is a current resident in a DCHA subsidized conventional public housing unit, in a mixed finance unit subsidized by an Annual Contributions Contract, or is currently in the selection pool;

- (b) Can demonstrate at least one (1) year of timely rental payment history with DCHA or in the private market;
- (c) Bedroom size requirement meets the unit composition of the Reward Property and established DCHA Occupancy Standards of this chapter;
- (d) Income eligible: minimum earned income of the potential borrower/co-borrower or renter of no less than thirty-two thousand dollars (\$32,000) from employment or in the case where the potential borrower/co-borrower or renter is elderly and/or disabled certain unearned income (for example, SSI, SSDI, pension payments, etc.) may be counted toward the thirty-two thousand dollars (\$32,000) minimum. DCHA may from time to time change the minimum income eligibility requirement.
- (e) The family may not include any person who has held an ownership interest in a residence during the three (3) years prior to commencement in AYBL, except as follows:
  - (1) Equitable interest in a property under the terms of a lease-purchase agreement prior to exercise of the purchase option;
  - (2) An individual who is now single, but had previously owned a home with his or her former spouse even within the three (3) year period;
  - (3) A household in which a family member is a person with a disability, if homeownership assistance is needed as a reasonable accommodation; and
  - (4) A family that owns or is acquiring shares in a cooperative.
- (f) Be a DCHA resident in Good Standing:
  - (1) Timely completion of periodic and interim recertifications;
  - (2) No instances of unreported income;
  - (3) No current debt owed (i.e., rent, excess utility charges, maintenance charges, etc.) to DCHA, federally funded housing program, and any court or in-house repayment agreements must be paid off prior to application to the AYBL program.
  - (4) No more than four (4) late rental payments, in either public housing or the private market, within the twelve (12) months prior to approval of an AYBL application provided that the payment is received within the month that the rent is charged. For other charges (i.e., excess utility charges, maintenance charges, etc.) payment must have been made within thirty (30) days of the date of the charge.

- (5) Passed scheduled DCHA inspections that were conducted in the unit within the past twelve (12) months from the date of AYBL application submission;
- (6) No legal actions for non-curable violations of the lease within the last five (5) years at the time of AYBL application submission;
- (7) No repeated breaches of other terms of the Lease by the Lessee(s) or any household member identified in the Public Housing dwelling lease;
- (8) Pass a separate DCHA AYBL Home Visit inspection.
- (9) Pass a criminal background check that will be conducted on all household members who are eighteen (18) years of age or older pursuant to 14 DCMR § 6109.

9806.4 At the time a unit offer is made, the family must continue to be in compliance with the eligibility requirements of the program and the qualifying bedroom size based on their current family composition. If the family is determined not to require the bedroom size for which they were initially placed on the waiting list, the family will be placed at the bottom of the waiting list for the appropriate bedroom size if such a bedroom size exists at the property. If the family is determined to be ineligible, they will be removed from the waiting list.

- (a) While on an AYBL Site-based Transfer Waiting List, applicants will be responsible for reporting any changes to income and household composition to DCHA.
- (b) When an AYBL Family has been on an AYBL Site-based Transfer Waiting List for more than one (1) year prior to a unit coming available at a Rewards Property, DCHA will update the screening information to determine if the family is still eligible before assigning the family an available unit.
- (c) If the family is determined to be no longer eligible for the AYBL program, DCHA will notify the family in writing. The notification will include the reason for the ineligibility determination.

9806.5 The AYBL Family will be required to execute a Contract of Participation and the ITSP form within fourteen (14) calendar days of notification of availability of a Rewards Property unit.

9806.6 Once the Contract of Participation has been executed, the AYBL Family must execute the Dwelling Lease and move into the Rewards Property unit, within ten (10) calendar days of a Rewards Property unit becoming available. The AYBL Family is responsible for relocation costs.

**9821. DEFAULT**

9821.1 If an AYBL Family defaults under any of the terms of the Contract of Participation, the tenancy shall automatically convert to a conventional public housing tenancy. All sums due pursuant to the Contract of Participation shall be deemed rent and are payable to DCHA. The AYBL Family shall transfer to a conventional public housing unit pursuant this chapter. DCHA shall be entitled to initiate legal action in any appropriate forum for possession and/or rent.

9821.2 The rent will be re-calculated in accordance with the standards set forth in 14 DCMR chapter 62. DCHA will initiate an interim recertification to determine the new rent amount based on the information currently available in DCHA records.

9821.3 Events of default include but are not limited to:

- (a) any breach of the Contract of Participation or of the AYBL Lease Addendum;
- (b) failure to make any required payment under the AYBL Lease Addendum;
- (c) failure to maintain the balance in their maintenance escrow account due to tenant caused damages;
- (d) failure to timely pay escrow and/or rent;
- (e) failure to attend required training sessions or meetings;
- (f) failure to submit interim or periodic recertification;
- (g) failure to report increases in income in accordance with recertification regulations; and
- (h) failure to report changes in family composition;

9821.4 Upon default or voluntary termination of the Contract of Participation or non-payment of escrow accounts, all escrow accounts are deemed rent and subject to the jurisdiction of the D.C. Superior Court Landlord Tenant Branch.

9821.5 In the event the family is in default of their Contract of Participation, DCHA shall provide a written Notice of Non-Compliance. The AYBL family will have an opportunity to meet with DCHA staff, examine any documents, records and/or regulations that are the basis of the default and have the opportunity to cure or correct the default. The family must cure the default within six (6) months from the date of the Non-Compliance or by the end of the term of their Contract of Participation, whichever is shorter. The notice shall be mailed or hand delivered to the family at their unit in the AYBL Rewards Property.

9821.6 In the event the family is in default of their Contract of Participation, DCHA shall provide written notice of the default, an opportunity to meet with DCHA staff, and the opportunity to cure or correct the default. The family must cure the

# **RESOLUTION 16-25**

## **350 ANNUAL RECERTIFICATION OF RESIDENT**

### **350.1 Recertification and Interim Recertification Overview**

- A. In accordance with the terms of the DCHA lease and 24 CFR 960.210, all DCHA residents are required to provide documentation of their income, family size, other eligibility information and signed release forms to allow this information to be obtained and verified biennially so that the family reexamination is completed prior to the month in which the family was first admitted to the public housing program (anniversary month).
- B. A resident's recertification must be completed by DCHA on a biennial basis at least thirty (30) days prior to the month (anniversary month) in which the family will have completed two years after the initial occupancy or another two years of occupancy at a DCHA development.

### **350.2 Notification of Resident of Annual Recertification**

- A. In order for the process to be completed thirty (30) days prior to the anniversary month, the Recertification Specialist shall produce a list from the electronic database of all residents with an anniversary month to be up-coming in 120 days.
  - 1.) The Recertification Specialist shall send the Recertification Request and the Tenant's Application for Continued Occupancy directly to the residents on the list to initiate the recertification process.
  - 3.) Immediately after sending the recertification Request, and Tenant Application for Continued Occupancy, the Recertification Specialist shall initiate resident verifications using Up-Front Income Verification (UIV) Systems, as described in Section 260.
  - 4.) The Up-Front Income Verifications (UIV), The Enterprise Income Verification, "EIV", Department of Employment Services "DOES" and Applicant Continued Eligibility Data System "ACEDS" are generated from their individual systems and scanned to each resident file for usage by the Housing Manager/Designee in accordance with the required verification procedures as outlined.
- B. The schedule provides a total of one hundred twenty (120) days for the recertification to be completed. Thirty (30) days are allowed for the resident households to complete the forms and return them to their respective Housing Manager/Designee; thirty (30) days for the Housing Manager/Designee to follow up with the residents who have submitted incomplete packages or who have failed

to submit, at least thirty (30) days for the Recertification Office to process the recertification packages and to mail a Notification of Rent for Current Certification (Special Supplement to the Lease) to each resident that will announce any change in monthly rent thirty (30) days in advance of any rent increase taking effect.

### **350.3 Monitoring Unreported/Underreported Income**

- A. When the Recertification Specialist completes the annual recertification for the resident, s/he prepares a retroactive rent charge and an ongoing rent calculation and adds these to the rent change letter sent to the resident at the completion of the recertification process, at least thirty (30) days prior to the anniversary date. (See Section 350.6)
- B. After completion of recertification process and formal notification of resident of retroactive rent charge using the rent change letter, the Deputy Director for Operations will determine which of the three (3) options to pursue in prosecuting unreported income.
- C. To the extent feasible, DCHA will enter into a Repayment Agreement with a resident with unreported/underreported income. If the resident is not willing to enter into a Repayment Agreement at an amount acceptable to DCHA, DCHA will issue a Notice to Cure or Quit.
- D. If the resident does not remain current in the Repayment Agreement, s/he will be issued a Notice to Cure or Quit by the respective Property Manager/Designee.
- E. The Recertification Specialist will post the retro-debit amount to the resident account and immediately set up a repayment agreement proviso in the Wizard for zero dollars
- F. The Recertification specialist will mail the resident an appointment letter stipulating appointment date and time, in addition to the location to formalize a repayment agreement. The resident is given two weeks notification for the appointment.
- G. If the resident fails or reschedule the original appointment, a second appointment is scheduled within seven days
- H. If the resident enters into a repayment agreement, both the resident and Recertification specialist will sign and formalize the agreement. The resident must be provided a copy of the agreement and instructions in fulfilling the agreement
- I. The recertification specialist will complete the following after the signing of the agreement:

- a. *Post the retro-debited amount to the resident ledger as a receivable balance*
  - b. *Off-set the receivable amount by creating a repayment agreement in Wizard*
- J. If the resident is not willing to enter into a Repayment Agreement at an amount acceptable to DCHA, the Recertification Specialist will notify the Property Manager of the resident's decision.
- K. The Recertification Specialist will ***POST*** the retro-debited balance to the residents account and notification is sent to the Property Manager who shall issue a Notice to Cure or Quit
- L.

#### **350.4 Return by Resident of Complete Recertification Package to the Housing Management Office**

- A. The resident household is responsible for completing the Tenant's Application for Continued Occupancy and for obtaining and completing all the required information to allow the necessary collection and verification of all required releases of information.
- B. Residents are required to complete and return the recertification package to their respective Housing Management Office on the scheduled interview date as indicated on the recertification notice.
- C. The Housing Manager/Housing Management Assistant shall interview the resident and family members based on their scheduled interview. The Housing Manager/Housing Management Assistant shall review the presented resident's documents versus the previous reexamination or most recent Interim reexamination to verify that they include the following:
  1. A complete Application for Continued Occupancy with:
    - accurate current family composition, and
    - any changes noted in that composition since the last regular reexamination;
  2. Release of information form(s) for all household members age 18 years and older;
  3. A listing of any self-employment income for the preceding 12 months;

4. A listing of all current assets and income from assets;
5. A listing of any claimed allowances or expenses;
6. Signature of lessee or lessees; and date of signature(s);
7. Any interim reports or any other changes reported by the resident since the last regular reexamination;
8. Copies of Birth Certificates for all new family members only when adding new household members
9. Form 214 for all new family members documenting immigration status only when adding new household members
10. Signatures for all family member(s) 18 years and older on form 9886; and
11. Emergency Contact Form – HUD 92006
12. HUD Debt Owed to Public Housing Form – HUD 52675

- D. Upon receipt of Authorization of Release of Information Forms, and where Up-Front Income Verifications sources are inadequate or unavailable, the Housing Manager shall forward the necessary verification forms to the appropriate third parties as outlined in **Section 260**. The verifications will be returned by the third party directly to the Recertification Specialists, not the Housing Manager. Any completed third party verification forms received at the Housing Management Office from a third party must be promptly scanned to the residents file with notification to the to the Recertification Specialists on record.
- E. If the recertification package is complete, except for the necessary verifications to be returned by the third parties, the Housing Manager/Designee will attach a copy of the Release of Information Form and verification requests to the recertification package and scan to the residents file with notification to the Recertification staff for processing via the Task PH 002.

### **350.5 Return by Resident of Incomplete Recertification Package to the Housing Management Office**

A.

The resident must be prepared to present the following documentation and forms to complete the reexamination incomplete recertification packages are returned to the resident family with a “pending document list” to return for the second appointment

### Completed Application for Continued Occupancy

- General Family Information (**HOH/Other Adult Member**)
- Head of Household name
- Other adult name for interview
- Current assisted unit address
- Mailing address if different from assisted unit
- Home telephone number
- Work telephone number
- Type of legal identification presented

### Household Composition

- All individuals living with the head of household must be listed starting with the head and then oldest to the youngest
  - Full legal name
  - Relationship to head of household
  - Sex (male/female)
  - Date of birth
  - Occupation or school name
  - Social security number
  - Place of birth

### Program Integrity Information Questions

- Use of names and or social security numbers other than those listed
- Arrested or convicted for the use, sale or manufacture of a controlled Substance
  - Is anyone in the household currently using a controlled or illegal drug
  - Has anyone in the household been arrested and or convicted for any violent Criminal activity

### Income Information

• All monies, earned or otherwise received by all household members must be listed

- Wages
- Un-employment benefits
- Social security benefits
- Supplemental security income
- TANF benefits
- Veterans Benefits
- Workman's Compensation Benefits
- Contributions

#### Asset and Banking Information questions

- Do you or any household member own or have an interest in any real estate boat and/or mobile home?
  - Have you or a household member sold any real estate in the last two years?
  - Do you or a household member own any stocks or bonds?
  - Do you or a household member own a car
  - Do you or a household member have any additional assets, including but not limited to, Annuities, Savings Bonds, and Credit Union Shares.

#### Allowances and Deductions

- Are there members of the household who are under 18 years of age, are persons with disabilities or are full-time students? ***DO NOT include live-in aides, foster children, and foster adults who may be household members.***
  - Is the Head of Household, spouse or sole member 62 years old or older?
  - Is the Head of Household, spouse or sole member a person with a disability
  - ***Un-reimbursed amounts the family anticipates paying for children less than 13 years old for the period for which annual income is based.***
    - Is childcare necessary for the purposes of allowing a family member to be employed, to actively seek employment, or to further a family member's education

#### Work History

- Where was the last place of employment for all adult household members?

#### Declaration and Certification

I understand that any misrepresentations of information or failure to disclose information requested on this form may disqualify me from consideration for continued participation, and may be grounds for eviction/termination of assistance. I also understand that all changes in income of any member of the household, as well as any changes in household composition, must be reported to the District of Columbia Housing Authority in writing immediately.

It is imperative that the Continued Occupancy Application form be completed entirely with all questions answered as an indication of a thorough interview.

- B. If the Housing Manager/Designee determines that the package is incomplete and must be returned, the Housing Manager/Designee shall return the entire package to the resident and schedules a second appointment that via Task PH005 and second appointment letter which request that the resident returns the completed package within 7 days after the package was returned to the resident.

#### **350.6 Failure by the Resident to Submit, or Timely Submit a Complete Recertification Package**

- A. Any completed package not returned by a resident within 30 days of receipt shall be considered delinquent.
- B. The Housing Manager/Designee shall generate a delinquent recertification listing identifying all residents who failed to submit their completed package.
- C. All residents who have not returned their respective recertification packages within 30 calendar days shall be issued a *Notice to Cure or Vacate* via Task PH005 by the Housing Manager/Designee. The Housing Manager/Designee shall forward the folders of those residents who failed to cure by submitting a complete recertification package within the required 30 days to the Assistant General Counsel for court action. **See Eviction Process Section \_\_\_\_\_**

#### **350.7 Processing Recertification Package after Review by Housing Manager**

- A. The Recertification staff is responsible for finalizing all third-party verifications and reviewing all documentation for completeness. This process includes:
1. Verifying and computing current and anticipated family income (See **Section 260**, Third Party Verification of Adjusted Income).
  2. Documenting changes in family composition.
  3. Determining rent to be charged based on verified income.
    - a) Residents of Public Housing will be charged rent based on their income (30% of adjusted income or 10% of gross income, whichever is greater), or market-based rent, whichever is less. The adjusted income is calculated by totaling all annual income inclusions and subtracting all allowable permissible deductions.
    - b) Residents are required to report all changes in income or family composition within 30 days. If at some time, a family on market-based rent experiences a decrease in income, the family may request an interim recertification. Similarly, when a family experiences an increase in earned income greater than \$10,000/year, there will be an interim recertification. At the interim recertification, residents will be charged rent based on their income or on the market-based rent schedule, whichever is lower.
  4. Reviewing each Application for Continued Occupancy or interim recertification to determine if any family members qualify for a Mandatory Earned Income Disregard.
    - a) Residents may qualify for one Earned Income Disregard (EID) disallowance in a lifetime. (See **Appendix \_\_\_**). Eligibility requirements include that the resident:
      - Was unemployed or underemployed for one or more years prior to the commencement of employment;
      - Was enrolled in a qualified job training program; or
      - Was receiving Temporary Assistance to Needy Families (TANF) within the past six months.
  5. If a resident is deemed eligible, the resident's benefits are:
    - a) During the first 12 months after commencement of employment, 100% of the incremental increase for that family member's income

as a result of employment is not included as income for the purpose of calculating income based rent.

- b) In the second 12 month period 50% of the incremental income increase is excluded in income calculations.
  - c) The periods of disallowance may be broken by periods of unemployment, when there is no income to disallow and the rent may be adjusted downward based on current actual income. Once employment begins again, and income increases, the disallowance will only continue for any months remaining out of the original total of 24 months. The total 24 months of disallowance must be used within a maximum of 48 months. A resident is not eligible for any more earned income disallowance after 48 months have elapsed subsequent to the first month's disallowance.
5. Determining retroactive rent charges or credits, if any, (See **Section 350.7 Retroactive Rent Charges** for a description of the procedure for charging and determining retroactive rent).
  6. Reviewing each Application for Continued Occupancy to determine if the family is over or under housed according to the provisions of **Section \_\_\_\_**.
  7. Completing form HUD Form 50058.
- B. The Recertification staff shall verify that the following forms and information provided by the resident are correct and complete and electronically process the Tenant Application for Continued Occupancy. Complete all items in the Certification checklist to reflect the findings, complete the Rent Calculation. A completed resident Recertification file shall include the following:
1. Recertification Request (Initial);
  2. Tenant Application for Continued Occupancy; signed by Housing Manager/Designee and Recertification Specialist when complete and processed;
  3. Verification of all income, including Child Support.
  4. Necessary Release of Information Form(s), form 9886 and any other required release forms and verification
  5. Documentation for all income sources for all family members, including employment income, Social Security, Supplemental Security Income, and any other Non-Employment income including income from assets and child support. (See **Third-Party Verification of Income, Section \_\_\_\_\_**)

6. Statement of Unemployment of Family Member, which is required for all unemployed adult household members.
7. *Verification of all allowable deductions from income for purposes of calculating rent*, which is required whenever a household claims any allowances or eligible expense deductions. See **Section \_\_\_\_\_** for further information.
8. *Verification of Declaration of Section 214 Status*, which must be obtained for all new additions of household members.
7. *Verification of Lead-based Paint Disclosure*. See **Section \_\_\_\_\_** for further information.

Note: Verification Procedure, **Section 260** for further information on the verification requirements listed above.

- C. After processing the recertification package, the Recertification Specialist will:
  1. Notify the resident of rent change in accordance with **Section 350.8**
  2. Log out the completed recertification packages, and return the package and all related documentation, to the Housing Manager for filing in the tenant files.
  3. File a copy of the HUD 50058 short form and any applicable calculation sheets along with the copy of dwelling lease, where applicable, in the unit's Recertification file.

### **350.8 Retroactive Rent Charges/Credits and Income Changes**

- A. If at any time prior to completing the package for the annual recertification, a resident's family size or income changes, it is his/her responsibility to report any changes to the Housing Manager/Designee. The Housing Manager/Designee will initiate an interim recertification, if necessary. See **Section 350.7B**.
- B. If an interim recertification is not necessary, the Housing Manager shall complete an **Interim Income Change** form recording the information provided by the resident, the Housing Manager/Designee shall and:

- a) include the date that the information was provided by the resident;
- b) sign and date the Interim Change Report;
  - provide the resident with a copy and scan a copy in the Resident's File; and
  - include a copy of such interim in the subsequent biennial recertification package when forwarding the completed package to the Recertification Staff.

NOTE: If this change occurs within 90 days of the resident's anniversary date and the resident has not completed his/her annual recertification package, the Housing Manager/Designee shall advise the resident that the request for a change will not be processed until the entire package has been completed and returned by the resident.

2. If an interim recertification is necessary, the Housing Manager/Designee shall forward the interim income change form to the Recertification Specialist. After receiving the Interim Change Report from the Housing Manager/Designee, the Recertification Specialist will:
  - Verify the increased income according to the provisions of **Section 260**.
  - Complete the necessary HUD action
    1. New Admission = 1
    2. Biennial reexamination = 2
    3. Interim Reexamination = 3
    4. End of Participation = 6
    5. Change unit = 7
  - Generate and Send a Notice of Rent Change Letter (Special Supplement to the lease) to the resident;
  - Generate
3. Failure to report income or allowable deductions accurately may result in eviction.

B. An interim recertification is necessary when:

1. A resident's income has decreased
  2. A resident's annual earned income has increased by more than \$10,000
  3. An adult member of the household has misrepresented his/her income.
  4. The family size has increased or decreased.
- C. An interim recertification is not necessary if an increase in earned income is the result of a routine salary or wage increase of less than \$10,000 per year.
- D. If at the time of recertification the Housing Manager or the Recertification staff determines that a resident or any adult member of the household has misrepresented his/her income or has failed to report a change in family size or an increase in income that would have required an interim recertification, a retroactive rent charge will be made at the time of the scheduled recertification.
- E. If at the time of recertification, the Housing Manager/Designee or Recertification staff determines that a family's income has decreased, and the resident failed to report the change, a retroactive credit will not be made. The reduction in rent will only be effective from the first of the month following the date it was reported.
- F. The Recertification staff will calculate and make Retroactive Rent charges or credits in the electronic database system as follows:
1. Determine and verify the month in which the income or family size change occurred. Income change information shall be obtained and verified by contacting the employer directly. See **Section 260**
  2. Count the number of months starting with the month in which the unreported change in income or family size occurred continuing to the month that the new rent will become effective under annual recertification. If calculating a retroactive charge due to an unreported increase in income, subtract one month from the total months counted, to allow for the thirty day notification period.

### **350.9 Notification of Changes in Rent**

- A. Upon reviewing the income and family composition, the Recertification Specialist shall determine the income-based rent by entering the income information into the electronic database and review the market-based rent schedule for the particular property and bedroom size to determine the rent option that is best suited for the household's income circumstance.
- B. Based on the review of the two rent options, the Recertification Specialist shall determine the lowest rent option, market based or income based, for the resident and notify the resident in writing (see **Appendix \_\_\_\_\_** for letter) of their new rent.

Note: The *Notification of Rent Change (Special Supplement to the Lease)* must be received by the resident, at least thirty (30) days prior to the anniversary month and the effective date of the rent increase.

- C. Letters returned by the US Postal Service to the Recertification Office, due to broken mailboxes, etc., will be scanned to the residents file.
- D. Upon completion of the recertification packages by the Recertification Specialist, the Housing Manager/Designee shall:
  - 1. Review the individual recertification package for accuracy.
  - 2. Review the entire recertification process and, where necessary, executes a new lease when there is a change in head of household. See **Section 370** for further information on procedures for a change in head of household.

### **350.10 Third-Party Verification Procedure**

- A. DCHA is required by the provisions of 24 CFR982.516 to obtain verifications of all sources of income and allowable deductions for all adult members of the household at both initial eligibility determination and admission and at each recertification or interim recertification.
- B. The same requirements and procedures apply each time verification is required. The Verification Procedures for adjusted income can be found at **Section 260**.

### **350.11 Recording and Reporting Responsibility**

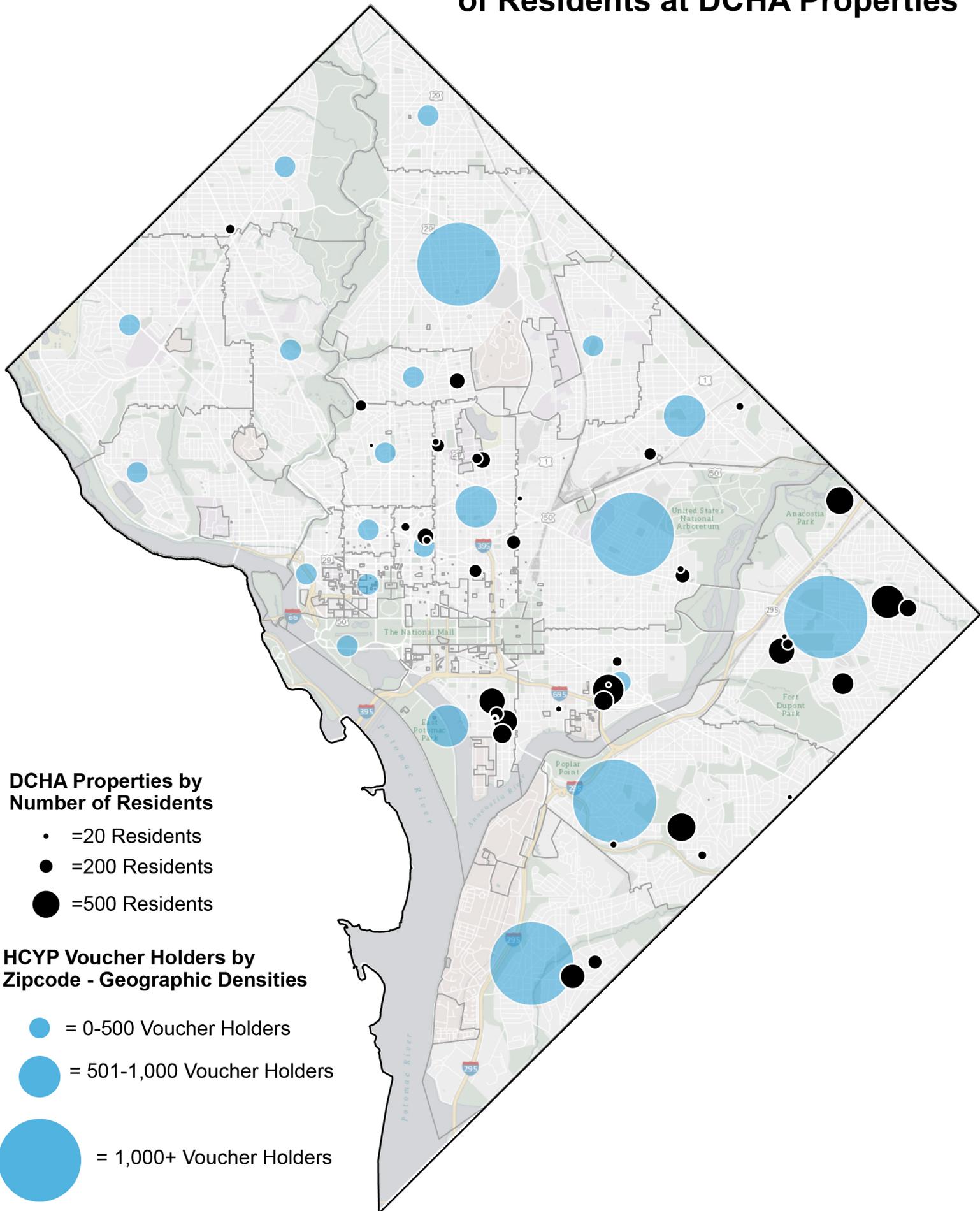
- I. Record incomplete recertification packages sent back to the property to be completed by the resident;
  
- B. The Recertification staff shall provide Regional Directors of Housing management and Area Managers a weekly and monthly status reports listing the percentage completion of scheduled Recertifications for each property.
  
- C. Computer generated records on Recertification Transactions shall be sent by DCHA PIC Administrator to the PIC system, formerly known as the Multifamily Tenant Characteristics System (MTCS), as required by HUD.
  
- D. DCHA shall insure that private management companies responsible for public housing units follow equivalent procedures. See **Section \_\_\_\_\_** for DCHA oversight responsibilities for private management companies. Private Management Companies will transmit Recertification Transaction data directly to PIC. It will not be transmitted through DCHA.
  
- E. DCHA shall verify compliance of private managers with the recertification process and submissions as part of its on-going asset management procedures.

FY 20 & F21 Property Move out

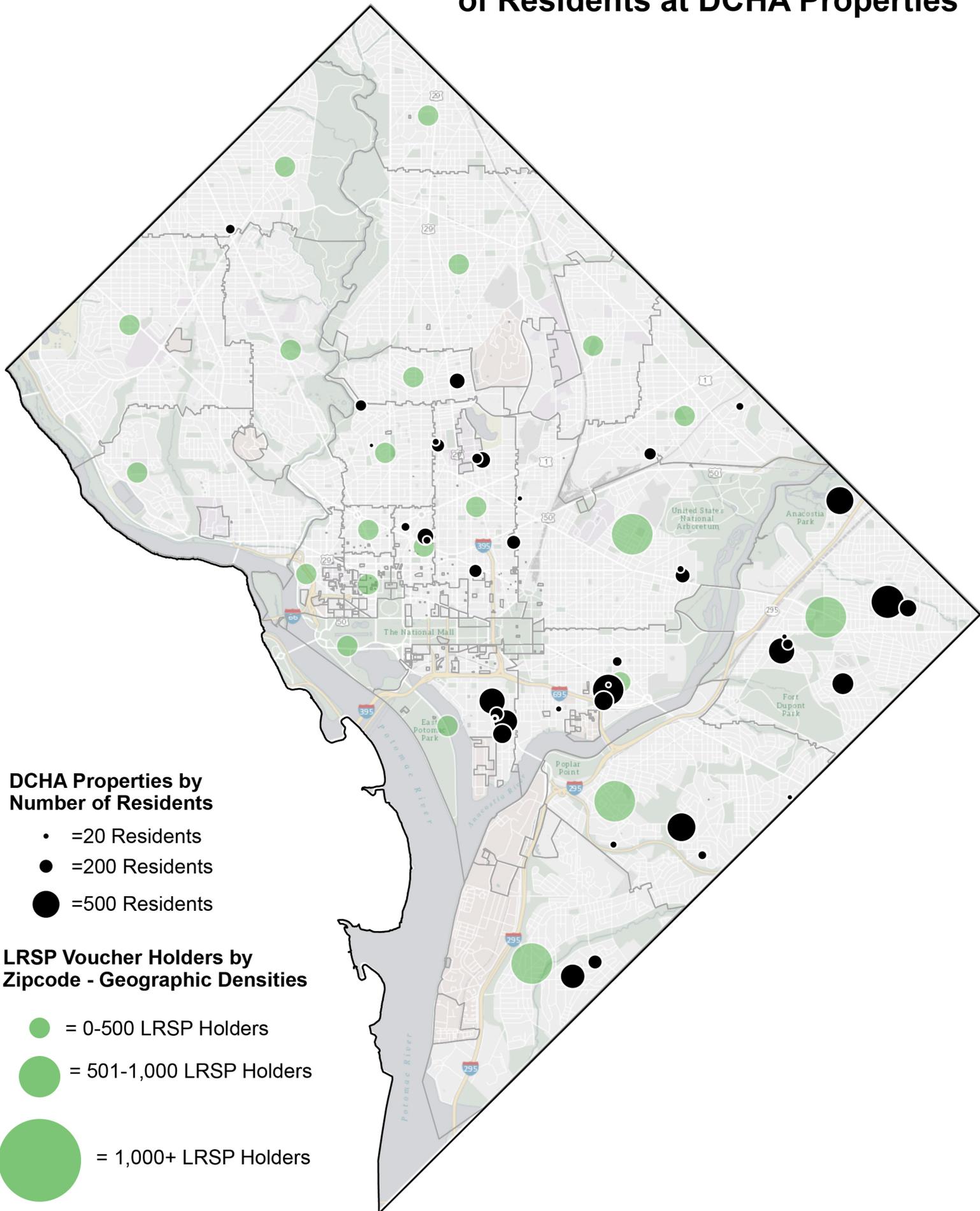
Project #	Name of Property	Total Move Outs FY20	Total Move Outs FY21
001	Ft. Dupont Dwelling	8	5
003	James Creek	17	7
008	Kelly Miller	6	6
013	Lincoln Heights	16	11
016	Highland Additions	6	5
017	Richardson Dwellings	16	6
019	Kenilworth	30	6
021	Greenleaf Gardens	14	19
21A	Greenleaf Snr	9	36
022	Benning Terrace	23	4
22A	Marley Ridge	0	0
023	Stoddert	5	5
024	Syphax Gardens	9	5
025	Langston Terrace	13	19
029	Sibley Plaza	11	15
030	Hopkins	12	2
034	Park Morton	57	40
035	Greenleaf Additions	1	1
36A	Woodland Terrace	11	7
36B	Kentucky Courts	10	14
36C	Carroll Apts	2	3
037	Garfield Terrace/ Family	20	43
39A	Ledroit	9	18
39B	Greenleaf Extensions	0	1
040	Langston Additions	2	0
043	Potomac Gardens	24	24
044	Montana Terrace	4	0
050	Sursom	2	7
057	Ft. Dupont Additons	1	0
060	Claridge	30	40
061	Knoxhill Snr	5	12
062	Horizon	5	5
064	Fort Lincoln	8	6
065	Judiciary House	8	18
068	Harvard Towers	12	8
069	Regency	6	6
070	James Apts	8	10
085	Elvans Road	0	2
091	Villagers	0	3
095	Columbia	0	0
097	Colorado	1	0
098	Lincoln Road	2	0
98a	Ontario	0	1
420	Metro Towns	1	1

460	Highland Dwellings	5	0
TOTALS		429	421

# HCVP Voucher Holders in Relation to Number of Residents at DCHA Properties



# LRSP Voucher Holders in Relation to Number of Residents at DCHA Properties



**District of Columbia Housing Authority  
Rent Collection Rate FY2019 - FY2020**

#	PROPERTY	RENT (ONLY) CHARGED	TOTAL RECEIPTS	RENT COLLECTION %
001	Fort Dupont Dwellings	\$ 340,073.00	\$ 269,604.36	79.28%
003	James Creek	\$ 1,093,529.50	\$ 861,163.10	78.75%
008	Kelly Miller Dwellings	\$ 517,297.00	\$ 323,454.77	62.53%
013	Lincoln Heights	\$ 1,018,329.51	\$ 808,290.30	79.37%
016	Highland Additions	\$ 408,250.00	\$ 289,143.69	70.83%
017	Richardson Dwellings	\$ 549,114.00	\$ 444,780.00	81.00%
019	Kenilworth Courts	\$ 1,090,972.00	\$ 797,881.05	73.13%
021	Greenleaf Gardens	\$ 960,582.00	\$ 725,034.19	75.48%
022	Benning Terrace	\$ 725,447.27	\$ 645,223.41	88.94%
023	Stoddert Terrace	\$ 629,259.00	\$ 565,929.93	89.94%
024	Syphax Gardens	\$ 681,746.00	\$ 525,471.48	77.08%
025	Langston Terrace	\$ 684,261.00	\$ 547,201.11	79.97%
029	Sibley Plaza	\$ 1,311.00	\$ -	0.00%
030	Hopkins Apartments	\$ 618,552.64	\$ 359,186.73	58.07%
034	Park Morton	\$ 540,749.58	\$ 458,012.77	84.70%
035	Greenleaf Addition	\$ 97,766.00	\$ 62,223.00	63.64%
037	Garfield Terrace	\$ 839,401.00	\$ 746,671.51	88.95%
040	Langston Addition	\$ 220,034.00	\$ 180,348.50	81.96%
043	Potomac Gardens	\$ 1,467,145.85	\$ 742,257.84	50.59%
044	Montana Terrace	\$ 496,125.00	\$ 409,949.21	82.63%
057	Fort Dupont Addition	\$ 67,645.00	\$ 47,953.00	70.89%
060	Claridge Towers	\$ 528,078.12	\$ 418,567.95	79.26%
061	Knox Hill	\$ 436,177.00	\$ 398,128.95	91.28%
062	Horizon House	\$ 182,795.04	\$ 131,617.45	72.00%
064	Fort Lincoln	\$ 318,360.00	\$ 270,819.10	85.07%
065	Judiciary House	\$ 755,095.40	\$ 686,299.27	90.89%
068	Harvard Towers	\$ 535,104.00	\$ 432,232.25	80.78%
069	Regency House	\$ 268,804.00	\$ 229,468.80	85.37%
070	James Apartments	\$ 444,976.00	\$ 340,154.30	76.44%
085	Elvans Road	\$ 52,867.00	\$ 47,551.00	89.94%
091	The Villager	\$ 102,855.00	\$ 94,814.00	92.18%
095	Columbia Road	\$ 93,298.95	\$ 58,699.00	62.91%
097	Colorado Apartments	\$ 61,189.00	\$ 31,841.69	52.04%
21a	Greenleaf Senior	\$ 758,951.11	\$ 687,031.28	90.52%
22a	Marley Ridge	\$ 12,938.00	\$ 10,938.00	84.54%
36a	Woodland Terrace	\$ 832,864.00	\$ 606,656.64	72.84%
36b	Kentucky Courts	\$ 356,023.00	\$ 309,108.72	86.82%
36c	Carroll Apartments	\$ 153,353.00	\$ 127,817.00	83.35%
39a	Ledroit Apartments	\$ 458,730.00	\$ 360,353.56	78.55%
39b	Greenleaf Extension	\$ 29,180.00	\$ 31,994.00	109.64%
420	Metrotowns	\$ 294,088.00	\$ 233,973.00	79.56%
98a	Ontario Road	\$ 23,135.10	\$ 24,337.79	105.20%
		<b>\$ 19,723,316.97</b>	<b>\$ 15,317,845.91</b>	<b>77.66%</b>

**District of Columbia Housing Authority  
Rent Collection Rate FY2020 - FY2021**

#	PROPERTY	RENT (ONLY) CHARGED	TOTAL RECEIPTS	RENT COLLECTION %
001	Fort Dupont Dwellings	\$ 314,423.00	\$ 258,179.52	82.11%
003	James Creek	\$ 968,458.00	\$ 834,569.34	86.18%
008	Kelly Miller Dwellings	\$ 415,226.00	\$ 360,734.54	86.88%
013	Lincoln Heights	\$ 1,014,153.80	\$ 907,993.17	89.53%
016	Highland Additions	\$ 457,669.00	\$ 317,181.36	69.30%
017	Richardson Dwellings	\$ 496,394.00	\$ 436,967.32	88.03%
019	Kenilworth Courts	\$ 994,270.00	\$ 896,047.78	90.12%
021	Greenleaf Gardens	\$ 892,278.00	\$ 696,556.11	78.06%
022	Benning Terrace	\$ 714,622.00	\$ 574,476.62	80.39%
023	Stoddert Terrace	\$ 698,323.00	\$ 682,460.31	97.73%
024	Syphax Gardens	\$ 679,731.00	\$ 559,546.15	82.32%
025	Langston Terrace	\$ 594,481.50	\$ 544,938.35	91.67%
029	Sibley Plaza	\$ 377,729.48	\$ 273,800.62	72.49%
030	Hopkins Apartments	\$ 507,382.00	\$ 410,982.83	81.00%
034	Park Morton	\$ 219,193.00	\$ 221,577.84	101.09%
035	Greenleaf Addition	\$ 87,146.00	\$ 87,538.00	100.45%
037	Garfield Terrace	\$ 725,072.36	\$ 665,234.73	91.75%
040	Langston Addition	\$ 204,742.00	\$ 136,233.00	66.54%
043	Potomac Gardens	\$ 984,568.00	\$ 721,362.79	73.27%
044	Montana Terrace	\$ 459,273.00	\$ 418,757.42	91.18%
050	Sursum Corda	\$ 73,420.65	\$ 57,176.00	77.87%
057	Fort Dupont Addition	\$ 57,576.00	\$ 43,124.00	74.90%
060	Claridge Towers	\$ 928,179.90	\$ 799,002.00	86.08%
061	Knox Hill	\$ 406,368.00	\$ 375,268.18	92.35%
062	Horizon House	\$ 348,194.00	\$ 293,537.01	84.30%
064	Fort Lincoln	\$ 312,072.00	\$ 277,534.00	88.93%
065	Judiciary House	\$ 721,443.00	\$ 662,214.80	91.79%
068	Harvard Towers	\$ 468,232.00	\$ 403,875.07	86.26%
069	Regency House	\$ 493,315.00	\$ 468,187.50	94.91%
070	James Apartments	\$ 421,649.50	\$ 307,027.45	72.82%
085	Elvans Road	\$ 74,394.00	\$ 48,787.67	65.58%
091	The Villager	\$ 102,312.00	\$ 106,488.96	104.08%
095	Columbia Road	\$ 108,070.00	\$ 92,520.67	85.61%
097	Colorado Apartments	\$ 55,108.00	\$ 35,237.57	63.94%
098	Lincoln Road	\$ 42,515.23	\$ 31,388.06	73.83%
21a	Greenleaf Senior	\$ 658,656.11	\$ 581,107.25	88.23%
22a	Marley Ridge	\$ 21,206.00	\$ 14,725.63	69.44%
36a	Woodland Terrace	\$ 753,196.00	\$ 547,213.96	72.65%
36b	Kentucky Courts	\$ 295,763.97	\$ 260,848.76	88.19%
36c	Carroll Apartments	\$ 140,379.00	\$ 114,394.00	81.49%
39a	Ledroit Apartments	\$ 398,413.00	\$ 304,665.19	76.47%
39b	Greenleaf Extension	\$ 31,161.00	\$ 27,624.00	88.65%
420	Metrotowns	\$ 274,317.00	\$ 255,150.00	93.01%
98a	Ontario Road	\$ 17,139.00	\$ 12,090.10	70.54%
		<b>\$ 17,725,334.50</b>	<b>\$ 15,031,576.77</b>	<b>84.80%</b>

**District of Columbia Housing Authority  
Rent Collection Rate FY2021 - FY2022**

#	PROPERTY	RENT (ONLY) CHARGED	TOTAL RECEIPTS	RENT COLLECTION %
001	Fort Dupont Dwellings	\$ 101,645.00	\$ 155,131.77	152.62%
003	James Creek	\$ 370,786.00	\$ 356,452.03	96.13%
008	Kelly Miller Dwellings	\$ 139,074.00	\$ 193,050.86	138.81%
013	Lincoln Heights	\$ 372,355.00	\$ 396,992.01	106.62%
016	Highland Additions	\$ 153,933.00	\$ 134,211.00	87.19%
017	Richardson Dwellings	\$ 195,920.00	\$ 268,021.32	136.80%
019	Kenilworth Courts	\$ 396,261.00	\$ 416,259.50	105.05%
021	Greenleaf Gardens	\$ 292,247.00	\$ 323,823.81	110.80%
022	Benning Terrace	\$ 247,479.96	\$ 261,988.32	105.86%
023	Stoddert Terrace	\$ 230,538.00	\$ 324,211.53	140.63%
024	Syphax Gardens	\$ 254,115.80	\$ 210,363.64	82.78%
025	Langston Terrace	\$ 208,363.09	\$ 280,069.01	134.41%
029	Sibley Plaza	\$ 205,975.00	\$ 178,857.84	86.83%
030	Hopkins Apartments	\$ 163,224.00	\$ 194,061.99	118.89%
034	Park Morton	\$ 40,776.00	\$ 44,698.00	109.62%
035	Greenleaf Addition	\$ 32,290.00	\$ 48,163.00	149.16%
037	Garfield Terrace	\$ 220,325.36	\$ 228,204.82	103.58%
040	Langston Addition	\$ 68,128.00	\$ 60,187.00	88.34%
043	Potomac Gardens	\$ 285,596.00	\$ 254,536.97	89.12%
044	Montana Terrace	\$ 170,472.00	\$ 150,430.55	88.24%
050	Sursum Corda	\$ 44,632.00	\$ 22,722.75	50.91%
057	Fort Dupont Addition	\$ 18,315.00	\$ 35,964.00	196.36%
060	Claridge Towers	\$ 298,275.00	\$ 344,907.69	115.63%
061	Knox Hill	\$ 126,907.00	\$ 138,532.77	109.16%
062	Horizon House	\$ 117,442.00	\$ 146,992.67	125.16%
064	Fort Lincoln	\$ 118,946.91	\$ 95,926.00	80.65%
065	Judiciary House	\$ 245,517.00	\$ 249,261.20	101.53%
068	Harvard Towers	\$ 132,405.00	\$ 109,748.85	82.89%
069	Regency House	\$ 174,094.00	\$ 145,837.00	83.77%
070	James Apartments	\$ 160,327.00	\$ 141,530.00	88.28%
085	Elvans Road	\$ 47,585.00	\$ 50,326.00	105.76%
091	The Villager	\$ 39,137.00	\$ 38,691.48	98.86%
095	Columbia Road	\$ 35,450.00	\$ 27,647.00	77.99%
097	Colorado Apartments	\$ 18,750.00	\$ 4,034.00	21.51%
098	Lincoln Road	\$ 27,153.00	\$ 24,050.00	88.57%
21a	Greenleaf Senior	\$ 217,366.00	\$ 168,557.70	77.55%
22a	Marley Ridge	\$ 6,872.00	\$ 7,466.41	108.65%
36a	Woodland Terrace	\$ 264,681.00	\$ 276,916.36	104.62%
36b	Kentucky Courts	\$ 100,581.00	\$ 107,166.00	106.55%
36c	Carroll Apartments	\$ 42,721.00	\$ 31,740.00	74.30%
39a	Ledroit Apartments	\$ 108,618.00	\$ 82,693.00	76.13%
39b	Greenleaf Extension	\$ 7,073.00	\$ 7,460.00	105.47%
420	Metrotowns	\$ 112,684.00	\$ 118,375.00	105.05%
460	Highland Dwellings	\$ 930.00	\$ -	0.00%
98a	Ontario Road	\$ 4,340.00	\$ 5,488.00	126.45%
liphutr	Tenant Receipts, Unidentified	\$ -	\$ 19,994.00	
		\$ 5,636,446.12	\$ 5,780,116.18	102.55%

**DISTRICT OF COLUMBIA HOUSING AUTHORITY  
CONFIDENTIAL FINANCIAL DISCLOSURE ADDENDUM  
FOR DCHA COMMISSIONERS  
(Covered Period – January 1, 2019 to December 31, 2019)**

**1. PERSONAL INFORMATION**

**NAME:** \_\_\_\_\_

**2. DOING BUSINESS WITH DCHA:**

During the covered period were you or your family, or the employers of you or your family, or the entities in which you or your family had a ownership, financial or non-financial interest, doing business with DCHA?

Family is defined as spouse, domestic partner, or dependent children.

- I DON'T KNOW
- NO
- YES If your answer is YES complete the following: (Use Continuation Sheet as needed)

<i>Named Individual</i>	<i>Entity or Organization</i>	<i>Item Number</i>

**3. CERTIFICATION:**

I certify that the statements I have made and the information I have provided above are true, complete and correct to the best of my knowledge and belief. I acknowledge that any falsification or omission of the information on this form may subject me to removal of my position as a District of Columbia Housing Authority Commissioner.

\_\_\_\_\_  
Commissioner Signature

Date \_\_\_\_\_



## **District of Columbia Housing Authority Board of Commissioners**

### **Standards of Conduct**

The District of Columbia Housing Authority's ("DCHA" or "Authority") mission is to provide affordable housing to low-income citizens of the District of Columbia and its responsibility is to judiciously expend public tax-payer funds in carrying out that mission. This public mission requires the Board as a whole and each individual Commissioner to demonstrate the highest standards of professional conduct, personal integrity, truthfulness, and fairness in order to garner and sustain public confidence and trust in public institutions.

Public service is a public trust. The Board and each Commissioner has a responsibility to ensure that every citizen can have complete confidence in the integrity of the transactions and activities of the Authority and an expectation that each Commissioner will adhere to principles of professional and ethical conduct.

As Commissioners charged with oversight of the management of the people's business with public funds you are held to a higher standard of conduct than similar Boards of Directors in the private sector overseeing private corporations. Accordingly, each Commissioner has a fiduciary responsibility to the citizens of the District of Columbia to carry out their leadership responsibilities and each and every Board activity by adhering to the principles and requirements as adopted by the Board of Commissioners.

These principles and requirements do not and cannot address every possible situation that may present itself to a Commissioner. The principles should be applied in those cases where a particular requirement is not provided or is in some way ambiguous.

## **GOVERNING PRINCIPLES**

- I.** Commissioners are required to place loyalty to the citizens of the District of Columbia, the Authority, governing law and regulations, and ethical principles above personal gain. Commissioners shall never under any circumstances use their public position for private gain for themselves or others.
- II.** Commissioners shall not engage in private financial transactions using inside government information not available to the public generally, or allow the improper use of such information to further any private interest or gain for themselves or others.
- III.** A Commissioner shall not solicit or accept any gift of more than nominal value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the Authority that would give the appearance of, actually influence, or otherwise show favoritism.
- IV.** Commissioners shall act impartially and not give preferential treatment to any private organization or individual doing business, or seeking to do business, with the Authority. Commissioners shall act impartially and without preferential treatment to any resident, participant or applicant of DCHA programs.
- V.** Commissioners shall protect, preserve and conserve DCHA property and shall not use it for other than authorized activities and purposes.
- VI.** Commissioners shall conduct themselves in a professional and business-like manner at all times and places when they are, or could be considered to be, representing the Authority.
- VII.** Commissioners should be vigilant in protecting the interests of the Authority and recognizing that each Commissioner is but one of an 11-member governing Board which is the only official voice of the Authority.

## **SPECIFIC REQUIREMENTS**

### **1. Financial Disclosure**

Each Commissioner is required by statute to complete and file with the Office of the General Counsel a financial disclosure form when initially appointed to the Board and annually thereafter and to file annually with the Board of Ethics and Government Accountability. The financial disclosure form requires the disclosure of the Commissioner's personal and certain family member's non-Authority financial and business interests and relationships.

### **2. Conflict of Interest**

**A.** There is a conflict of interest if the Commissioner or certain members of their families;

- (i) have a financial interest, regardless of value, in a business entity that is directly or indirectly involved in any transaction with the Authority,
- (ii) have a financial interest, regardless of value, in any contract to which the Authority is a party, or
- (iii) are employed or have been offered employment, regardless of compensation, by a person or business entity which is a party or prospective party to a contract with the Authority.

**B.** A Commissioner in the discharge of their duties may not participate in a matter or decision in which the Commissioner has a conflict of interest. In any situation where a Commissioner may have a conflict of interest or the appearance thereof, the conflict of interest shall be disclosed by the Commissioner to the Board and the General Counsel. The Commissioner shall recuse himself/herself from any meeting for the duration of the time there are deliberations, consideration, decision, or other action being taken on the matter. The minutes of the Board on the matter should record the recusal due to a conflict of interest or the appearance of the conflict of interest.

**D.** For a period of one year after the termination or expiration of their term as a Commissioner, no former Commissioner shall appear before any court, legislative body, government department or agency as an agent or attorney for anyone other than the Authority in connection with any proceeding, application, request for ruling or other determinations, contract, claim, controversy, charge, accusation, arrest, or other particular matter in which the Authority is substantially interested, whether or not he/she took any action or made any decision as

Commissioner in connection with such matter. This provision shall not preclude compliance with a subpoena duly issued to any former Commissioner, or employment by a person or business entity that has a contract with the Authority.

### **3. Real Property Interests**

**A.** No Commissioner may have a financial or ownership interest, direct or indirect, in any real property included or planned to be included in any real estate development or redevelopment project of the Authority or its subsidiaries, except for a lease, a lease with option to buy, or a purchase contract between a Resident Commissioner and the Authority, any of its subsidiaries or any entity affiliated with a homeownership program of the Authority

**B.** No Commissioner may have an undisclosed financial interest, direct or indirect, in any real property in the District of Columbia that is part of, or that the tenants thereof participate in, the Housing Choice Voucher Program of the Authority.

### **4. Use of Housing Authority Equipment and Services**

**A.** All technology equipment and services owned, leased or otherwise contracted for by DCHA for Commissioners are for conducting DCHA business and are *not for private commercial or business use* by a Commissioner.

**B.** Commissioners may use equipment and services for minimal personal use, if not otherwise prohibited, provided there is minimal additional expense to DCHA.

**C.** Prohibited Uses are:

- i.** Illegal, inappropriate, offensive or discriminatory material of any kind;
- ii.** Business uses, including at-home businesses;
- iii.** Fund-raising, lobbying, or partisan political activity;
- iv.** Personal use that could cause delay or congestion of network systems, such as personal greeting cards, video or other large file attachments;
- v.** Transmission of chain communications or subjects unrelated to DCHA business such as religion, sex, sexual orientation, race, national origin, color, disability or creed;

- vi. Creation, viewing or downloading of sexually- explicit or oriented material; and
- vii. Distribution to third parties via e-mail or internet connectivity of confidential or pre-decisional materials or any privacy protected information relating to employees or clients of DCHA.

**D.** Commissioners are responsible for documents and messages sent or deleted by e-mail or otherwise, and for the same for any third parties if the computer is made accessible or available to such a third party by the Commissioners. Commissioners are not responsible for documents and messages received by e-mail or otherwise if such have not been solicited by the Commissioners (e.g. spam).

**E.** Commissioners shall ensure that they are not giving the false impression that they are acting in an official DCHA capacity when using DCHA technology resources in connection with minimal personal use.

**F.** Information created by or stored on DCHA's technology resources is the property of DCHA and Commissioners **should not consider such information private.** Commissioners do not have, nor can they have an expectation of privacy while using DCHA technology resources, including Internet and e-mail use. By using DCHA's technology resources a Commissioner is consenting to monitoring and recording by DCHA with or without cause. In sum, use of DCHA technology resources should only be made by a Commissioner with the understanding that such **use is generally not secure, is not private and is not anonymous.**

## **5. Fraud, Waste and Abuse**

Commissioners shall report fraud, waste, abuse and corruption to the Office of Audit and Compliance or the Office of the General Counsel.

## **6. Political Activity**

**A.** Commissioners participating in political activity must abide by the requirements of the DC Hatch Act, D.C. Code § 1-1171.01 *et seq.* Political activity would include such activity as running for elective office, campaign fundraising and active participation in a campaign of others running for elective office.

**B.** Commissioners are prohibited from serving on any District of Columbia board or commission, elected or appointed, and even those that are purely

advisory, except as permitted by the DCHA statute and Bylaws as they may be amended from time to time.

## **7. Gifts**

A Commissioner shall not solicit or accept any gift or any other item of more than nominal monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the Authority or whose interest may be affected by the performance or nonperformance of the employee's duties. Meals valued at \$75 or less are deemed to be nominal and not subject to this prohibition.

## **8. Professional and Business-Like Conduct**

**A.** Commissioners shall conduct themselves professionally and with respect for each other, the public and the employees of the Authority at all Board meetings, Authority functions and at other functions or meetings where they are known to be Commissioners.

**B.** Professional business-like conduct includes speaking only when recognized by the Chairman; not interrupting when others are speaking; avoiding the use of profanity; avoiding all actual, or the appearance of, lewd or lascivious conduct; wearing appropriate business attire and showing respect for DCHA's clients, staff and other Commissioners and their expressed point of view.

**C.** Commissioners are expected to attend in a timely manner all Board meetings and committee meetings of which they are a member. Failure to attend at least eight (8) Board meetings each year may subject the Commissioner to removal from the Board.

## **9. Communications with the Press and the Public**

**A.** The Authority and the Board need to speak with one voice when communicating with the public, the news media and elected officials. Generally, the Chair of the Board, the Executive Director or the Director of Communications for the Authority will speak for the Authority in accordance with the adopted Communications Plan and Media Policy. Commissioners should confer with the Chair or the Executive Director before speaking to the news media, the public, or elected officials about Board business or policies.

**B.** Individual personal statements about official Board action should be avoided. Commissioners should be careful to be clear when speaking in a public forum or with public officials when they are expressing a personal statement or point of view to state that they are not speaking for the Authority or the Board as a whole.

## **10. Communication with Authority Employees**

**A.** The appointment, supervision, and management of the Authority's employees is the sole responsibility of the Executive Director. Commissioners should not involve themselves in the day to day operations of the Authority, nor engage in supervision, direction or management of the Authority's employees

**B.** The Board's Liaison will facilitate getting any information needed from or communication with the appropriate Authority staff. Other communication with Authority employees should be directed first to the Board Liaison or the Chief of Staff, unless it is related to a matter identified in Specific Requirement 5 above. Commissioners are always free to, and encouraged to, communicate directly with the Executive Director and key staff he has identified.

**C.** Resident Commissioners should always follow the established standard procedures when requesting services as a resident and not directly or indirectly use their position to influence decisions regarding their individual residency.

## **11. Commissioner Compensation**

**A.** Commissioners are statutorily eligible to receive an annual stipend of \$4000 for their service on the Board . The Chair is eligible to receive an annual stipend of \$6000.

**B.** Commissioners may receive reimbursement for travel expenses related to attendance at Board meetings and official Authority functions and educational conferences where the Commissioner is sponsored by the Authority. Commissioners shall provide the appropriate documentation and information and follow the Authority's procedures for receiving compensation for eligible meetings and reimbursement of expenses.

**STANDARDS OF CONDUCT**  
**ACKNOWLEDGEMENT OF RECEIPT**

I, the undersigned, hereby acknowledge that I have received a copy of the DCHA Commissioner's Standards of Conduct and that if I have any questions about the application of these Standards to my personal situation I should contact the Ethics Officer in the Office of the General Counsel, 535-2835.

\_\_\_\_\_  
Commissioner (print name)

\_\_\_\_\_  
Commissioner (signature)

\_\_\_\_\_  
Date



# *Council of the* **DISTRICT OF COLUMBIA**

## **Code of the District of Columbia**

### **§ 6–220. Financial disclosure and conflict of interest — Board of Commissioners and Executive Director.**

**(a)** An affidavit of financial disclosure shall be completed and submitted by each Commissioner within 30 days of his or her appointment and by the Executive Director at the time his or her contract, to the extent such a contract exists or is required, is being negotiated with the Board. Refusal to comply with this requirement shall be cause for removal or termination. The form or forms of financial disclosure shall be developed by the General Counsel or designated Ethics Officer and approved by the Board. The completed disclosure forms shall be retained in the records of the General Counsel or Ethics Officer.

**(b)** For a period of one year after termination or expiration of his or her term as a Commissioner or his or her term of employment, no former Commissioner or Executive Director shall appear before any court or government department or agency as agent or attorney for anyone other than the Authority in connection with any proceeding, application, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, or other particular matter in which the Authority is substantially interested, whether or not he or she took any action or made any decision as Commissioner or Executive Director in connection with such matter. This provision shall not preclude compliance with a subpoena duly issued to any former Commissioner or Executive Director.

**(c)(1)** The General Counsel shall advise the Board of potential conflict of interests involving any Commissioner or the Executive Director. The General Counsel shall advise the Board whether:

**(A)** There is an appearance of a conflict of interest;

**(B)** There is a conflict of interest;

**(C)** There is no conflict of interest; or

**(D)** There is good cause to waive the conflict of interest provisions because an extraordinary situation exists and the Authority would benefit from the waiver.

**(2)** A conflict of interest may be resolved by public disclosure of the conflict of interest and recusal from the decision-making process with respect to the conflict, divestiture, or by any other manner that does not violate local or Federal law.

**(3)** For the purposes of this section, a conflict of interest shall include any financial interest, either directly or indirectly:

**(A)** In any contract to which the Authority is a party for the purchase of supplies, materials, equipment, or services; or

**(B)** In any entity involved directly or indirectly in any transaction with the Authority, including construction companies, real estate development firms, property management companies, and service providers.

[\(May 9, 2000, D.C. Law 13-105, § 21, 47 DCR 1325.\)](#)

#### **Emergency Legislation**

For temporary (90-day) addition of section, see notes following [§ 6-201](#).

## **PUBLICATION INFORMATION**

### **Current through**

Oct. 20, 2021

### **Last codified Emergency Law:**

[Act 24-437 effective Oct. 20, 2021](#)

### **Last codified D.C. Law:**

[Law 23-209 effective Apr. 1, 2022](#)

### **Last codified Federal Law:**

[Public Law 116-283 approved Jan. 1, 2021](#)

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AMENDED AS OF March 16, 2020

BYLAWS  
OF THE  
DISTRICT OF COLUMBIA HOUSING AUTHORITY

{0037702 -}

Amended as of March 16, 2020

## TABLE OF CONTENTS

		Page
ARTICLE I - THE AUTHORITY.....		4
Section 1.	Name of the Authority.....	4
Section 2.	Offices of the Authority.....	4
Section 3.	Purpose.....	4
Section 4.	General Powers of the Authority.....	4
Section 5.	Fiscal Year.....	5
Section 6.	Annual Audit.....	5
ARTICLE II - BOARD OF COMMISSIONERS.....		6
Section 1.	Board of Commissioners.....	6
Section 2.	Residency.....	7
Section 3.	Term of Office.....	7
Section 4.	Election of Resident Commissioners.....	8
Section 5.	Vacancies.....	8
Section 6.	Suspension and Removal.....	9
Section 7.	Selection and Vacancies of Chairperson and Vice-Chairperson.....	10
Section 8.	Manner of Voting.....	10
Section 9.	Proxy Voting Prohibited.....	11
Section 10.	Stipends and Expenses.....	11
ARTICLE III - OFFICERS.....		11
Section 1.	Officers.....	11
Section 2.	Chairperson.....	11
Section 3.	Vice-Chairperson.....	11
Section 4.	Election of Officers.....	11
Section 5.	Term of Office.....	12
Section 6.	Resignation.....	12
Section 7.	Vacancy.....	12
Section 8.	Removal.....	12
ARTICLE IV - EXECUTIVE DIRECTOR.....		13
Section 1.	Appointment.....	13
Section 2.	Duties and Powers.....	13
ARTICLE V - MEETINGS.....		15
Section 1.	Location of Meetings.....	15
Section 2.	Annual Meeting.....	15
Section 3.	Regular Meetings.....	15
Section 4.	Emergency Meeting.....	16

Section 5.	Quorum.....	16
Section 6.	Meetings Open To The Public.....	16
Section 7.	Executive Session.....	16
Section 8.	Notice of Meeting.....	16
Section 9.	Tele-conference.....	17
ARTICLE VI - COMMITTEES.....		17
Section 1.	Committees .....	17
Section 2.	Standing Committees.....	17
Section 3.	Special Committees.....	18
Section 4.	General Authority of Committees.....	18
Section 5.	Chairperson, Ex Officio Member of Committees.....	18
Section 6.	Removal of Members of Committees.....	18
Section 7.	Vacancies.....	18
ARTICLE VII - SIGNATURES.....		19
Section 1.	Authority.....	19
ARTICLE VIII - PERSONAL LIABILITY.....		19
ARTICLE IX - INDEMNIFICATION.....		20
Section 1.	Indemnification.....	20
Section 2.	Expenses Reimbursed.....	20
Section 3.	Insurance.....	21
ARTICLE X - AMENDMENTS.....		21
ARTICLE XI - MISCELLANEOUS.....		22
Section 1.	Seal.....	22
Section 2.	Delinquency or Defaults by Commissioners.....	22
Section 3.	Authority Advisory Committee.....	22
Section 4.	Financial Disclosure.....	24
Section 5.	Conflict of Interest.....	24
Section 6.	Board and Commission Membership.....	26
Section 7.	Compliance with Act.....	27
Section 8.	Notice.....	27

## **ARTICLE I THE AUTHORITY**

### **Section 1. Name of the Authority.**

The District of Columbia Housing Authority is organized under the District of Columbia Housing Authority Act of 1999, (hereinafter the "Act") as the successor-in-interest to the housing authority created by the District of Columbia Housing Authority Act of 1994. DCHA Act of 1999, D.C. Code Ann. §§ 5-151 through 5-175 and amending D.C. Code Ann. §§1-602.1, 1-633.7, 1-1182.8 and 1-1183.20. The District of Columbia Housing Authority is a corporate body, independent of the District of Columbia government. The formal name of the Authority is the "**District of Columbia Housing Authority**" (hereinafter, the "Authority").

### **Section 2. Offices of the Authority.**

The principal office of the Authority is 1133 North Capitol Street, N.E., Washington, D.C. 20002, but the Authority may have offices at such other place or places as the Board of Commissioner may designate by resolution.

### **Section 3. Purpose.**

The primary purpose of the Authority is to govern public housing in Washington, D.C. (the "District") and to implement the United States Housing Act of 1937. In compliance with the Act, the Authority shall be responsible for providing decent, safe, and sanitary dwellings, and related facilities, for persons and families of low and moderate income. The Authority shall own, operate and manage public housing in the District and shall do all things permitted under the Act.

**Section 4. General Powers of the Authority.** The Authority is empowered with general powers and authority to perform the following tasks:

- (i) Exercise all rights and obligations enumerated at Section 4 of the Act, including, but not limited to the right to issue revenue bonds, notes, and other obligations to finance, refinance, or assist in the financing or refinancing of any undertaking of the Authority in the area of housing, however, any such rights and obligations are specifically subject to Section 10 of the Act; and
- (ii) Exercise all reasonable powers and authority customarily possessed by public enterprises or private corporations performing similar functions; and
- (iii) undertake any and all other activities which may be reasonably necessary or appropriate in connection with the furtherance and accomplishment of the Authority's purpose that are not in conflict with the laws of the District, the Act, the United States Housing Act of 1937 or any other relevant law.

**Section 5. Fiscal Year.** The Fiscal Year of the Authority shall run from October 1 to September 30.

**Section 6. Annual Audit.** In addition to any and all audits conducted by the Authority pursuant to Section 8 of the Act, the Authority shall cause an independent audit to be performed annually for the purpose of conducting a detailed examination of the books, records, papers, securities and affairs of the Authority and of the status of its loans, bonds, and annual contributions and of such other matters as the Authority may specifically designate. In lieu of an annual audit as provided herein, the Authority may conduct a financial examination of its books and records, papers, securities and affairs, in compliance with similar requirements imposed by the U.S. Department of Housing and Urban Development ("HUD"). The Authority shall have the power to employ such third party assistance as it may deem necessary to conduct such audits or examinations. The results of all such audits or examinations shall be reported in writing to the Authority and copies of the audit shall be placed on file with the Authority and properly noted in

the Authority's minutes.

## ARTICLE II

### BOARD OF COMMISSIONERS

#### **Section 1. Board of Commissioners.**

The powers of the Authority shall be vested in the Board of Commissioners (the "Board "). The Commissioners shall exercise their powers consistent with the terms and conditions provided herein. No Commissioner may delegate his\her power or authority.

The Board has the authority and the duty to govern all affairs of the Authority and shall have all powers necessary or appropriate to carry out the purposes of the Act. The Board 's duty to govern all of the affairs of the Authority shall include, but shall not be limited to the following:

- (i) To make and implement rules, by-laws, and policies and regulations necessary or appropriate for the effective administration of the Authority and the fulfillment of the purposes of the Act, the United States Housing Act of 1937 and any other relevant law;
- (ii) To promulgate rules and procedures for the election of the elected Commissioners, and to conduct such elections;
- (iii) To evaluate the Executive Director's job performance from time to time;
- (iv) To review and approve all contracts for goods or services having a value of more than \$250,000.00; and
- (v) To perform such other functions as are needed to ensure the provision of quality housing and services to the residents of the housing properties.

The Board shall consist of nine voting Commissioners, to be selected as follows:

- (i) Four Commissioners shall be appointed by the Mayor, with the advice and consent of the Council of the District of Columbia (the "Council") by resolution;
- (ii) One ex-officio Commissioner shall be the Deputy Mayor for Planning and Economic Development;
- (iii) One Commissioner shall be a labor representative selected by the Metropolitan Washington Council AFL-CIO provided that the individual selected shall not be an employee of the Authority ("Labor Commissioner"); and
- (iv) Three resident Commissioners shall be elected in an election held in and for qualified residents of the Authority's housing properties as further specified in Article II , Section 4 herein.

**Section 2. Residency.** All Commissioners, at the time of appointment or election, shall be bona fide residents of the District and shall remain bona fide residents throughout the term of their office. A bona fide residency as required herein shall mean a person who maintains a place of abode in the District as his or her actual, regular and principal place of residence.

**Section 3. Term of Office.** The Commissioners shall serve three year terms of office which shall be staggered and shall commence on the date the Commissioner is sworn into office. In the case of the initial Board, the Commissioners term commenced on July 13, 2000.

During the initial term, the Commissioners shall serve as follows:

- (i) The Chairperson shall serve an initial term of three years;
- (ii) The ex-officio Commissioner's term shall run concurrent with his\her term

as Deputy Mayor for Planning and Economic Development;

- (iii) The three elected resident Commissioners shall each serve initial terms of three years;
- (iv) Two appointed Commissioners shall each serve initial terms of two years; and
- (v) One appointed Commissioner and the Labor Commissioner shall each serve an initial term of one year.

**Section 4. Election of Resident Commissioners.** The initial election of the resident Commissioner shall be conducted in accordance with rules and procedures established by the Receiver. Thereafter, elections for the resident Commissioners shall be conducted in accordance with rules and procedures established by the Board. The rules and procedures shall include a provision that requires resident Commissioners' elections to be held no sooner than five months, and no later than two months prior to the expiration of the then current term of the resident Commissioner. All elections shall be held under the supervision of an independent expert in election monitoring who shall be selected by the Board.

One resident Commissioner shall be elected from each of the following residential populations:

- (i) Senior\elderly or mixed population developments;
- (ii) Family developments; and
- (iii) A resident-at-large shall be elected from all developments or populations. including scattered sites.

**Section 5. Vacancies.** Each vacancy of an unexpired term of an appointed Commissioner shall be filled, in the same manner as the original appointment. All vacancies shall be filled within ninety days of the vacancy, and shall be for the duration of the unexpired

term. Each vacancy of an unexpired term of a resident Commissioner shall be filled as follows:

- (i) If the remaining term of the resident Commissioner is less than 180 days, a new Commissioner shall be appointed by the City-Wide Resident Council Advisory Board, or any successor organization; or
- (ii) If the remaining term is 180 days or more, a special election shall be held in accordance with the procedures established in Section 4 herein.

**Section 6. Suspension and Removal.** A Commissioner may be removed from office for official misconduct, conflict of interest, neglect of duty, incompetence, or personal misconduct (hereinafter referred to collectively as "Official Misconduct"), but only after the accused Commissioner shall have been given a copy of the charges and an opportunity to answer those charges in accordance with procedures established by the Board. A Commissioner can be removed from the Board for Official Misconduct only by vote of 3/4 of those Commissioners currently in office.

The Chairperson shall suspend a Commissioner pending the Board's consideration of Official Misconduct charges. If the Chairperson is the Commissioner against whom Official Misconduct charges have been made, the Mayor shall suspend the Chairperson pending such consideration. During such suspension, all rights and obligations of the suspended Commissioner shall terminate, including the right to vote on any Authority business. A suspended Commissioner's presence at a Board meeting shall not count towards the presence of a majority of the Commissioners for the purpose of conducting any Authority business.

The Board shall develop procedures which shall, at a minimum afford a suspended Commissioner a hearing and an opportunity to defend any Official Misconduct charges. The hearing procedures shall provide that the Official Misconduct hearing, shall be held within thirty days of the Commissioner's receipt of the Official Misconduct charges and must be attended by

all remaining Commissioners. Within thirty days of the hearing, the full Board shall reach a conclusion regarding the Official Misconduct charges. The decision of the Board shall be final and not subject to appeal.

**Section 7. Selection and Vacancies of Chairperson and Vice-Chairperson.** The Mayor shall designate one of his\her four appointed Commissioners as Chairperson of the Board. However, neither the ex-officio Commissioner nor the Labor Commissioner shall be appointed as Chairperson. The Commissioners shall select a Vice-Chairperson from among themselves with functions to be determined by the Board.

If the office of the Chairperson becomes vacant, the Mayor shall appoint a successor for the unexpired term, however, the Mayor may not appoint the ex-officio Commissioner or the Labor Commissioner as the replacement Chairperson.

If the office of the Vice-Chairperson becomes vacant, the Commissioners shall elect a successor from among themselves at the next Regular Meeting, or at an Emergency Meeting, and such election shall be for the Vice-Chairperson's unexpired term. No Commissioner shall serve as more than one Officer at a time.

**Section 8. Manner of Voting.** The voting of all questions coming before the Authority may be conducted by roll call vote upon the request of any Commissioner or the determination of the Chairperson. The Chairperson shall call for the yeas and nays and any abstentions for each vote of the Commissioners. The Executive Director shall record upon the minutes of the meeting, the yeas, nays and abstentions for each vote of the Commissioners or that the vote was unanimous. The affirmative vote by the majority of the Commissioners at a duly held meeting at which a quorum is present shall be the act of the Authority, except as otherwise expressly provided herein.

**Section 9. Proxy Voting Prohibited.** No proxy shall be permitted either for the purpose of voting or for the purpose of obtaining a quorum.

**Section 10. Stipends and Expenses.** Each Commissioner, other than the ex officio Commissioner and the Chairperson, shall be entitled to a stipend at the rate \$3,000 per year for their service on the Board. The ex officio Commissioner is entitled to no stipend; The Chairperson is entitled to a stipend at the rate of \$5,000 per year for his or her service on the Board. Stipends shall be paid on a quarterly basis at the beginning of each Quarter to each Commissioner then serving on the Board. Each Commissioner, including the Ex Officio Commissioner is entitled to reimbursement for actual travel and other expenses reasonably related to attendance at Board meetings and fulfillment of official duties.

### **ARTICLE III**

#### **OFFICERS**

**Section 1. Officers.** The Officers of the Board shall be a Chairperson and Vice-Chairperson.

**Section 2. Chairperson.** The Chairperson shall conduct the Board meetings in accordance with procedures established by the Board.

**Section 3. Vice-Chairperson.** The Vice-Chairperson shall perform the duties and have all rights of the Chairperson whenever there is a vacancy or in the absence or incapacity of the Chairperson. The Vice-Chairperson shall perform such duties until such time as the Mayor shall appoint a new Chairperson. The Vice-Chairperson shall have such other duties and powers as the Board shall from time to time designate.

**Section 4. Election of Officers.** The Officers of the Board shall be selected as follows:

{0037702 -}

Amended as of March 16, 2020

- (i) The Chairperson of the Board shall be selected by the Mayor and shall be one of the four Commissioners appointed by the Mayor. The ex-officio Commissioner and the Labor Commissioner shall not be appointed as Chairperson; and
- (ii) The Vice-Chairperson of the Board shall be elected by the Commissioners and shall be responsible for performing certain functions, which the Commissioners, in their discretion may determine.

**Section 5. Term of Office.** Except as provided herein, the Chairperson's term of office shall run concurrent with the term of his/her appointment to the Board. The Vice-Chairperson shall hold office for a term of one year, but shall continue to serve until his or her successor is duly elected.

**Section 6. Resignation.** An Officer may resign by delivering his/her written resignation to a meeting of the Authority or to the Authority at its principal office. Such resignation shall be effective upon receipt (unless specified to be effective at some other time) and acceptance thereof shall not be necessary to make the resignation effective.

**Section 7. Vacancy.** Upon the vacancy of the office of Vice-Chairperson, a successor shall be elected by the Board and shall hold office for the unexpired term of his/her predecessor.

**Section 8. Removal.** The Board may remove the Vice-Chairperson at its discretion, with or without cause, by a vote of a majority of the unaffected Commissioners then in office. Upon such removal, the Vice-Chairperson shall not be afforded a hearing as provided in Section 6 herein.

**ARTICLE IV  
EXECUTIVE DIRECTOR**

**Section 1. Appointment.** The Board shall appoint an Executive Director who shall serve at the pleasure of the Board. The Board may enter into a contract of employment for a term of years with the Executive Director under terms and conditions that are acceptable to the Board. The Executive Director shall be an employee of the Authority, but shall not be a member of the Board. The Executive Director shall receive compensation and other benefits of employment as may be determined by the Board. The Executive Director shall be subject only to the direction and control of the Board. The Board may permit the Executive Director to undertake other activities outside of his\her employment at the Authority, so long as such other activities do not interfere with or conflict with the Executive Director's performance of his\her duties at the Authority.

**Section 2. Duties and Powers.** Subject to the general direction and supervision of the Board, the Executive Director shall have the exclusive power and authority to:

- (i) Administer, manage and direct the daily affairs and activities of the Authority;
- (ii) Supervise the staff of the Authority, make final personnel decisions and employ, or otherwise engage, assistants, employees and consultants as necessary;
- (iii) Execute leases, deeds, notes, bonds, contracts, and all other documents on behalf of the Authority;
- (iv) Subject to 24 CFR, Part 85, if the contract is to be obligated with HUD program funds, approve contracts up to \$250,000.00 without Board approval;
- (v) Perform such other duties as shall be assigned by the Board;
- (vi) Assist the Board by performing the following duties:
  - Maintain the By-laws;
  - Attend all Board Meetings and keep a true record of all meetings of the Authority in an official book to be kept at the Authority.

- Maintain the seal of the Authority and shall have the power to affix such seal to all contracts and instruments as are properly executed by the Authority.
  - Care and custody of all funds of the Authority and shall deposit or cause to be deposited the same in the name of the Authority in such bank or banks as the Authority may select.
  - Sign all orders and checks for the payment of money upon approval of vouchers therefore by the Director of Finance
  - Payout and disburse such moneys under the direction of the Authority.  
In the event the Board shall require that certain checks or disbursements be countersigned, the Executive Director shall ensure that such countersignatures are properly obtained.
  - Supervise the keeping of regular books of account by the Department of Finance, showing receipts and expenditures) (or shall cause to be rendered to the Board an accounting of the financial condition of the Authority and of its financial transactions on or before each regular meeting of the Board. (or more often if requested by the Chairman)
- (vii) Exercise broad discretion in performing all duties and obligations of the Authority.

During the term of the Executive Director's employment at the Authority, the Board shall require the Executive Director to achieve annually specific performance standards established by the Board. The Executive Director shall submit to the Board a proposed Public Housing Agency Plan (the "Plan") prepared in accordance with Section 5A of the U.S. Housing Act of 1937, and any amendments thereto, or any alternative plan required by an applicable Moving to Work Agreement prior to the Executive Director submitting any Section 5A Plan to HUD, the Board

shall submit the Plan to the Council for its timely review and comment.

## **ARTICLE V**

### **MEETINGS**

**Section 1. Location of Meetings.** There shall be at least 10 regular meetings of the Board of Commissioners each calendar year. Of the 10 regular meetings, not less than 5 regular meetings will be held either at a public housing development of DCHA or a mixed finance development of DCHA as designated by the Chairperson. Not less than 5 meetings shall be held at such public housing developments or mixed finance developments unless such meetings cannot be held at such locations due to emergency circumstances or if holding such meeting at said location would present a health and safety concern. Each calendar year the remaining regular meetings of the Board of Commissioners will be held in the Board Room at 1133 North Capitol street NE, Washington, DC, or at such other place within the District, as may be designated by the Chairperson.

**Section 2. Annual Meeting.** The Annual Meeting of the Authority shall be held on the second Wednesday in December, at a time and place designated by the Board, or at such other time as the Board shall otherwise deem appropriate. Except as otherwise provided in these Bylaws, the election of the Vice Chairperson shall occur at the Annual Meeting; provided however, in no event shall the election occur later than 120 days after the Annual Meeting.

**Section 3. Regular Meetings.** Subject to the Notice requirement of Article V, Section 7 herein, Regular Meetings shall be held on the second Wednesday of each month, at Least ten (10) times each year, with the months, day of the month and time of day determined by the Chairperson or s may be designated by the Board at an Annual Meeting. In the event that

any meeting date shall fall on a legal holiday, said meeting shall be held on the first business day thereafter, at the same time.

**Section 4. Emergency Meeting.** An Emergency Meeting of the Board may be called for the purpose of transacting any business of an urgent nature whenever deemed appropriate by the Chairperson or upon written request of four elected or appointed Commissioners at the principal office of the Authority. Notice of an Emergency Meeting shall be delivered in writing, by facsimile copy or by telephone, at the Commissioner's residence, or office, 24 hours in advance of the time of the meeting.

**Section 5. Quorum.** Except as provided in Section 6 of Article II hereof, five Commissioners shall constitute a quorum for the purpose of conducting the Authority's business. When a quorum is present, any Authority action may be taken by the Board upon a vote of a majority of the Commissioners present.

**Section 6. Meetings Open To The Public.** All meetings of the Authority at which official action is taken shall be open to the public. No resolution, rule, act, or other official action shall be effective unless taken, made, or enacted at an open meeting.

A written transcript or a transcription shall be kept of all such meetings and shall be made available to the public during the normal business hours of the Authority. Copies of such written transcripts or copies of such transcriptions shall be available, upon request, to the public at reasonable cost.

**Section 7. Executive Session.** The Board may meet in executive session, or it may adjourn its public session to discuss a matter in executive session, if a proposed action concerns a personnel matter, a claim or contract in negotiation, or some other matter of a sensitive nature. The Board must return to a public session to vote on any matter for which official action is taken.

**Section 8. Notice of Meeting.** All meetings of the Board shall be conducted in

public after publication of notice of the date, time and location of the meeting, at least one week prior thereto, in the District of Columbia Register. Notwithstanding the foregoing, notice of an Emergency Meeting need only be delivered in writing, by facsimile copy or by telephone, at the Commissioner's residence, or office, 24 hours in advance of the time of the meeting.

**Section 9. Tele-conference.** The Chairperson, in his/her sole and absolute discretion, may permit a Commissioner to participate in a meeting of the Board by means of a telephone or video conference ("Telephonically"), provided that a quorum for the meeting exists consisting of other Commissioners who are physically present; and provided that the Commissioner seeking to participate Telephonically meets the following conditions:

- (i) The Commissioner is unable to attend the meeting due to a personal emergency;
- (ii) The Commissioner commits to remain in communication throughout the entire meeting; and
- (iii) The Commissioner has not, in the sole and absolute discretion of the Chairperson, participated telephonically excessively.

**Section 10. Emergency Remote Board Meetings.** When meeting in person is impossible or inadvisable due to threats to public health and/or safety as recognized by federal or District authority, the Chairperson, in his/her sole and absolute discretion, may determine that a regularly-scheduled or emergency meeting of the Board shall occur remotely via telephone, video-conference or other electronic means. Such remote meetings will be recorded, votes will be taken by roll call, and the Authority will make reasonable arrangements to allow for public remote attendance and comment. The Commissioners participating remotely will count toward quorum and must

commit to remain in communication throughout the entire meeting. Notwithstanding the provisions of this Section, the Bylaws shall apply to emergency remote meetings.

## **ARTICLE VI**

### **COMMITTEES**

**Section 1. Committees.** The Board may establish one or more committees of Commissioners or of others. Each such committee shall consist of at least three persons. Such committees may be continuing or temporary.

**Section 2. Standing Committees.** The Board may have Standing Committees which shall consist of Commissioners. Except as otherwise provided in these By-laws, members of a Standing Committee shall serve for a term of years to be determined by the Board and until his/her successor has been appointed, or until his/her earlier removal by the Chairperson of the Board, death, resignation or disqualification. Appointments to the Standing Committees shall be made by the Chairperson. Each Standing Committee shall consist of a minimum of three persons. Each Standing Committee may be continuing or temporary. The Executive Director and other senior managers of the Authority shall serve as advisors to the Standing Committees.

**Section 3. Special Committees.** The Chairperson may establish Special Committees consisting of three or more Commissioners. The Special Committees shall have a term and such power and authority as may be deemed necessary and appropriate by the Chairperson.

**Section 4. General Authority of Committees.** Each Committee shall establish rules and regulations for its meetings, provided that all such rules and regulations shall comply with the terms and conditions of these By-laws and the Act. Reasonable notice of all meetings shall be given to the members. No act of a Committee shall be valid unless approved by a majority of its members.

Every Committee shall keep regular minutes of its meetings and report its actions to the Board.

Unless otherwise specified in these By-laws, the chairperson of a committee shall be designated by the Chairperson of the Board.

**Section 5. Chairperson, Ex Officio Member of Committees.** The Chairperson of the Board shall be an ex officio member of all committees, but, shall only vote if necessary to break a tie vote.

**Section 6. Removal of Members of Committees.** Members of all committees may be removed at any time, with or without cause, and all or any of the committees may be terminated at any time-by the Board.

**Section 7. Vacancies.** Any vacancy in a committee caused by death, resignation, removal, or disqualification of a Commissioner or Member shall be filled by appointment by the Chairperson or the Board. Such successor shall serve on the committee to which they are appointed until the next Annual Meeting of the Board.

## **ARTICLE VII**

### **SIGNATURES**

**Section 1. Authority.** The Board authorizes the Executive Director to designate certain senior staff and Authority employees to sign checks or money orders for the payment of monies on behalf of the Authority. The Executive Director shall maintain a list of all such designated employees.

Contracts, deeds, leases, and other instruments shall be executed by the Executive Director or by such other officials or employees of the Authority as are designated from time to time by the

Executive Director. A schedule of employees authorized to sign each type of instrument shall be maintained by the Executive Director and the schedule shall be periodically reviewed by the Board.

## **ARTICLE VIII**

### **PERSONAL LIABILITY**

The Commissioners, the Receiver, the Executive Director, the employees and other agents of the Authority, shall not be personally liable for any indebtedness, liability or obligation of the Authority or any action taken within the scope of their employment. All persons, corporations or other entities extending credit to, contracting with or having any claim against the Authority may look only to the funds and property of the Authority for the payment of any such contract or claim, or for the payment of any indebtedness, damages, judgment or decree or for any monies that may become due and payable to them from the Authority.

## **ARTICLE IX**

### **INDEMNIFICATION**

**Section 1. Indemnification.** The Authority shall, to the extent legally permissible, indemnify and hold harmless each of the Commissioners, the Receiver, the Executive Director, employees and other agents of the Authority against all liabilities and expenses, including amounts paid in satisfaction or compromise of judgments, fines and penalties, and reasonable attorney fees and other reasonable expenses, in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in which

he/she may be involved in his/her official capacity; or with which he/she may be threatened while in office, or employed, or thereafter, by reason of his/her acting in their official capacity as such a Commissioner, Receiver, Executive Director, employee or agent, or by reason of any matter as to which he/she shall have been finally adjudicated in any action or proceeding not to have acted in good faith when he/she held a reasonable belief that his/her action was within the scope of his/her official capacity and was in the best interest of the Authority. The Executive Director, employees and other agents of the Authority must be acting within the scope of his/her employment to be covered by the foregoing indemnification.

**Section 2. Expenses Reimbursed.** Reasonable expenses, including but not limited to reasonable counsel fees incurred by any such Commissioner, the Receiver, the Executive Director, employee and/or agent, in connection with the defense, or disposition, of any such action, suit or other proceeding, may be paid, from time to time, by the Authority in advance of the final disposition thereof, upon receipt of an undertaking by such individual to repay the amount paid to the Authority if he/she shall be adjudicated to be not entitled to indemnification in accordance with the standards set forth in Article IX, Section (1) herein. The right of indemnification hereby provided will not be exclusive of, or affect any other rights to which any Commissioner, the Receiver, the Executive Director, employee and/or agent may be entitled by contract or otherwise under Law. As used in this Section, the terms Commissioner, the Receiver, the Executive Director, employee and/or agent shall include their respective heirs, executors and administrators.

**Section 3. Insurance.** The Authority may obtain one or more policies of insurance covering any liability it may incur hereunder and may pay any premiums required thereon. The maintenance of any such insurance policy shall not relieve the Authority of any obligation hereunder except that the proceeds of any such policy may be used to reimburse the

Authority for any payments made to any indemnified person pursuant to Article IX, Section (2) herein.

**ARTICLE X**  
**AMENDMENTS**

These By-laws may be amended or repealed and new By-laws may be adopted by vote of a majority of the Commissioners then holding office at a duly held meeting. No amendment or repeal shall be adopted unless it shall have first been introduced at a prior Regular Meeting or Emergency Meeting; the Commissioners have been given five days prior written notice thereof; and each Commissioner shall have received, a written copy of the proposed amendment, five days prior to the meeting.

**ARTICLE XI**  
**MISCELLANEOUS**

**Section 1. Seal.** The Board shall determine the design of the seal of the Authority.

**Section 2. Delinquency or Defaults by Commissioners.** No Commissioner shall have any past due taxes, special assessments, or other charges owing to the District of Columbia. Failure charges after demand therefore and after a final determination pursuant to the applicable be cause for a Commissioner's removal from the Board. During the pendency of any action against a Commissioner, the Commissioner shall be suspended.

In addition to the aforementioned provision, the resident Commissioners shall not be in violation or default of their lease obligations to the Authority. Any such violation or default, and failure to cure the same, or vigorously commence to cure such default, within the applicable period of time, or any extensions thereto, after notice, shall be cause for a resident Commissioner's removal from the Board. In addition, subject to a final determination through the applicable grievance or other procedure, (which shall include notice of the charges against the residential Commissioner and an opportunity to be heard in person or by counsel in his/her defense), a residential Commissioner's eviction, or voluntary departure from the Authority's Housing Properties, shall be cause for removal from the Board. During the pendency of any action against a residential Commissioner, the Commissioner shall be suspended.

**Section 3. Authority Advisory Committee.** There is established an Authority Advisory Committee. The membership on the Advisory Committee shall consist of seven (7) members, with one member representing each of the following organizations, or the successors in interest to these organizations, if an organization has no direct successor, the Board shall select an appropriate replacement organization:

- (i) DC Action for Children;
- (ii) The D.C. Chamber of Commerce;
- (iii) The Coalition for Nonprofit Housing Development;
- (iv) The D.C. Building Industry Association;
- (v) The Director of the Washington Legal Clinic for the Homeless, the advocacy organization that instituted the lawsuit entitled *Pearson v. Kelly, et al.*, 92-CA-14030 (Sup. Ct. D.C., May 19, 1995);
- (vi) One resident of the Authority's Housing Properties; and
- (vii) The Mayor's Special Assistant in charge of the Office of Boards and

## Commissions.

All Advisory Committee Members shall serve without compensation. The Advisory Committee shall advise the Mayor and the Authority with respect to the following:

- (i) The selection of appropriate candidates as public members of the Board;  
and
- (ii) Any other issues directly related to the operations of the Authority.

The Advisory Committee shall convene for the following purposes:

- (i) Whenever a vacancy occurs among the appointed Commissioners; or
- (ii) Upon written request of four Advisory Committee Members, who may call a meeting for the purpose of developing recommendations to the Mayor and the Authority. Any such recommendation adopted by a majority of the entire Advisory Committee, along with any dissenting recommendations, shall be transmitted forthwith in writing to the Mayor, the Chairperson and the Executive Director; or
- (iii) Upon request of the Executive Director.

When a Member of the Advisory Committee resigns or is replaced, the name of a successor shall be provided to the Board by the organization which the member represents.

**Section 4. Financial Disclosure.** An affidavit of financial disclosure shall be completed and submitted by each Commissioner within thirty days of his/her appointment to the Board and by the Executive Director within thirty days of the execution of his/her contract, or within thirty days after acceptance of the position of Executive Director. On or before September 30th each year, each Commissioner and the Executive Director shall complete and file a new affidavit of financial disclosure. Refusal to comply with this requirement shall be cause for

removal or termination. The form or forms of financial disclosure shall be developed by the General Counsel of the Authority, or designated Ethics Officer and approved by the Board. The completed disclosure forms shall be retained in the records of the General Counsel or the Ethics Officer.

**Section 5. Conflict of Interest.** There is a conflict of interest if the Executive Director or a Commissioner or certain members of their families<sup>1</sup>;

- (i) have a financial interest, regardless of value, in a business entity<sup>11</sup> that is directly or indirectly involved in any transaction with the Authority,
- (ii) have a financial interest, regardless of value, in any contract to which the Authority is a party, or
- (iii) are employed or have been offered employment, regardless of compensation, by a person or business entity which is a party or prospective party to a contract with the Authority.

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<sup>1</sup> **Family** members include the Executive Director's or a Commissioner's father, mother, son, daughter, brother,

sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

<sup>11</sup>**Business entity** includes for profit and non-profit entities that are a corporation, partnership, limited partnership, joint venture, sole proprietorship, limited liability corporation, limited liability company, limited liability partnership and professional corporation.

A Commissioner and the Executive Director in the discharge of their duties may not participate in a matter or decision in which the Commissioner or the Executive Director has a conflict of interest. In any situation where a Commissioner or the Executive Director may have a conflict of interest or the appearance thereof, the conflict of interest shall be disclosed by the Commissioner or the Executive Director to the Board and the General Counsel. The Commissioner or the Executive Director shall recuse himself/herself from any meeting for the duration of the time there are deliberations, consideration, decision, or other action being taken

on the matter. The minutes of the Board on the matter should record the recusal due to a conflict of interest or the appearance of a conflict of interest.

A Commissioner and the Executive Director may not solicit or accept a gift, gratuity or favor or more than nominal monetary value from any party or potential party to an Authority contract or subcontract. Meals valued at \$75 or less are deemed to be nominal and not subject to this prohibition.

For a period of one year after the termination or expiration of their term as a Commissioner or Executive Director, no former Commissioner or Executive Director shall appear before any court, legislative body, government department or agency as an agent or attorney for anyone other than the Authority in connection with any proceeding, application, request for ruling or other determination, contract, claim, controversy, charge, accusation, arrest, or other particular matter in which the Authority is substantially interested, whether or not he/she took any action or made any decision as Commissioner or Executive Director in connection with such matter. This provision shall not preclude compliance with a subpoena duly issued to any former Commissioner or Executive Director, or employment by a person or business entity that has a contract with the Authority.

**Section 6. Board and Commission membership.** No Commissioner shall serve as a member of this Board of Commissioners while holding simultaneous membership on any other District board or commission (including those that are purely advisory except for Advisory Neighborhood Commissions). Each Commissioner shall disclose to the Board their membership on any public or private governing board, commission, or advisory group. Public boards, commissions and advisory groups are ones created by the law, regulations or executive orders of the United States, the District of Columbia, any state or local government. Private boards, commissions and advisory groups are the governing body of any non-government entity or

advisory group. The governing body means that group of individuals responsible for deciding the policies of the entity. Advisory groups are those groups of individuals who provide advice to an entity or the entity's governing board.

An affidavit of board and commission membership shall be completed and submitted to the Board by each commissioner within thirty days of his/her appointment to the Board. On or before September 30<sup>th</sup> each year, each Commissioner shall complete and file a new affidavit of board and commission membership. Refusal to comply with this requirement shall be cause for removal or termination. The form of disclosure shall be developed by the General Counsel of the Authority, or designated Ethics Officer, and approved by the Board. The completed disclosure forms shall be retained in the records of the General Counsel or Ethics Officer.

If a matter involving a board, commission or advisory group of which a Commissioner is a member comes before the Board, that Commissioner shall recuse himself or herself from any meeting for the duration of the time there are deliberations, consideration, decision or other action taken on the matter. The minutes of the Board on the matter should record the recusal of the Commissioner.

**Section 7. Compliance with the Act.** These By-laws shall comply with the terms and conditions of the Act, and any amendments thereto. In the event these By-laws are silent on a subject covered by the Act, or if there is a conflict between the terms and conditions of these By-laws and the Act, the terms and conditions of the Act shall govern.

**Section 8. Notice.** Except as specifically provided herein, any notice required to be given by the terms and provisions of these By-laws, shall be in writing and shall be deemed to have been served when hand delivered or sent by Federal Express or other reputable courier service, or by Registered or Certified Mail with the Postal Service, return receipt requested and properly addressed to the intended party. All notice to the Commissioners regarding Emergency

Meetings shall be provided a minimum of 24 hours prior to the scheduled date of any meeting. The notice of an Emergency Meeting shall include the date, location, time and purpose of the meeting. A Commissioner may waive notice of such meeting before or after the meeting, or by virtue of being present at the meeting, unless the Commissioner indicates that his/her presence is solely for the purpose of objecting to the meeting.

Each Commissioner may designate a change of address by notice to the Chairperson, given at least fifteen (15) days before such change of address is to become effective.

**RESOLUTION 20-01**

**TO ADOPT DISCIPLINE PROCEDURES FOR THE BOARD OF COMMISSIONERS**

WHEREAS, the Board of Commissioners of the District of Columbia Housing Authority (DCHA) is authorized to create its own bylaws and establish its own procedures;

WHEREAS, the Board of Commissioners has not adopted formal procedures for disciplining Commissioners as suggested by the District of Columbia Bylaws, Article II (Board of Commissioners), Section 6 (Suspension and Removal);

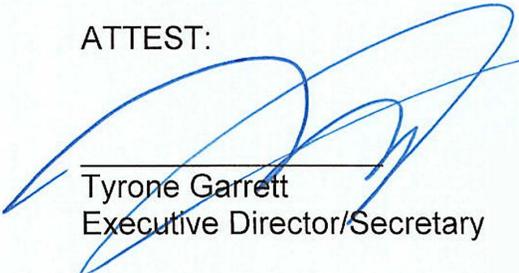
WHEREAS, the Board of Commissioners seeks to adopt the Discipline Procedures attached to this Resolution, as the procedures to follow when disciplining a member of the Board of Commissioners;

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners hereby adopts the Discipline Procedures attached to this Resolution 20-01.

ADOPTED, by the Board of Commissioners and signed in authentication of its passage the 8th day of April 2020.

ATTEST:

APPROVAL:

  
\_\_\_\_\_  
Tyrone Garrett  
Executive Director/Secretary

*Neil Albert*  
\_\_\_\_\_  
Neil Albert  
Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Chelsea Andrews  
General Counsel

**DISTRICT OF COLUMBIA HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS DISCIPLINE PROCEDURES**

**1. Overview**

- a. **Basis for discipline** – Pursuant to D.C. Code § 6-211(t) and Article II Section 6 of the Bylaws of the District of Columbia Housing Authority (“DCHA”), a DCHA Board Commissioner (“Commissioner”) may be disciplined for official misconduct, conflicts of interest, neglect of duty, incompetence, or personal misconduct (hereinafter referred to collectively as “Official Misconduct”) as defined herein and in accordance with these procedures.
- i. Official Misconduct can include but is not limited to violations of federal or local law, regulations, or DCHA policy, failure to pay an amount owed to the District of Columbia after a demand therefor and final determination, or harassment of other Commissioners, DCHA staff, and/or DCHA’s constituents.
  - ii. Personal Misconduct can include but is not limited to criminal activity or acts or statements that call into question the Commissioner’s fitness to serve as a member of the Board. For resident Commissioners, it can include violation of a lease with DCHA or eviction from a DCHA-assisted unit.
  - iii. Initiating disciplinary proceedings against another Commissioner without a good faith basis may constitute Official Misconduct.
- b. **Forms of discipline** – Measures taken in response to Official Misconduct shall include:
- i. **Reprimand.** A Reprimand is a formal statement of the DCHA Board of Commissioners (the “Board”) officially disapproving the conduct of one of its members. A Reprimand shall be directed to a particular Commissioner based on a particular action or set of actions that is determined to constitute Official Misconduct but is not sufficiently serious to require censure. A Reprimand is distinguished from Censure (defined below) in that it is not disciplinary and therefore does not require a hearing. Instead, a Reprimand is used to show Board disapproval of or disagreement with the statement or action at issue, particularly where the Commissioners determine an immediate response is necessary.
  - ii. **Censure.** Censure is a formal statement of the Board disciplining one of its members. It is a punitive action but carries no fine or suspension of the rights of the Commissioner. Censure should be used for cases in which the Board determines that the Commissioner has committed a serious act or acts of Official Misconduct.
  - iii. **Suspension.** Temporary removal from Office for a period of time determined by the Board, but no longer than three (3) months. Suspension should be used for cases in which the Board determines that the Commissioner has committed an act or acts of Official Misconduct that are more serious than Censure do not rise to the level of Removal. While suspended, a Commissioner cannot vote or participate in Board or committee meetings.

- iv. **Removal from Office.** Removal from Office is the most severe punitive action, serving as a penalty imposed for egregious or repeated act or acts of Official Misconduct.
- c. Discipline of a Commissioner need not be progressive but should fit the Official Misconduct at issue.

## **2. Procedure for Reprimand**

- a. The Board may adopt a resolution deeming that Board Member committed Official Misconduct that should result in an Official Reprimand by majority vote at any regular or special meeting of the Board at which a quorum is present, provided that the Charged Commissioner is permitted to speak in his or her defense prior to action.

## **3. Initiation Procedures for Censure, Suspension and Removal.**

- a. A request for Censure, Suspension, or Removal from Office may be submitted by any three members of the Board.
- b. Disciplinary proceedings shall be initiated by providing a written letter prepared by DCHA's Office of General Counsel (a "Charge Letter") to the charged Commissioner (the "Charged Commissioner") and all other active Commissioners within 15 days of receipt of the request by the General Counsel. The Charge Letter shall:
  - i. Contain a brief description of the alleged Official Misconduct;
  - ii. State the penalty or penalties sought, whether Censure, Suspension (including length of suspension sought), or Removal from Office;
  - iii. Advise the Charged Commissioner of his or her right to answer the charges at a hearing;
  - iv. State the time and location at which the Charged Commissioner may respond; and
  - v. Be signed by at least three Commissioners ("Charging Commissioners") alleging the Official Misconduct.
- c. If the Charge Letter includes a request for Removal from Office, the Chairperson shall suspend the Charged Commissioner pending the Board's consideration of the Official Misconduct charges. If the Chairperson is the Charged Commissioner then the Board shall request that the Mayor suspends the Chairperson pending the Board's consideration of the Official Misconduct charges.
  - i. During suspension, all rights and obligations of the suspended Commissioner shall terminate, including the right to participate in or vote on any DCHA business.
  - ii. A suspended Commissioner will not be permitted to participate in any Board or committee meeting during the suspension period.
- d. The Charge Letter shall be sent electronically by the General Counsel or the Charging Commissioners to the Charged Commissioner via his or her official DCHA email address, with a courtesy copy being sent to the home address on record for the Charged Commissioner via first-class mail. Copies will also be emailed to the official DCHA email address of all Commissioners and the General Counsel.

#### 4. **Hearing Procedures for Censure, Suspension and Removal**

- a. An Official Misconduct Hearing for a Charged Commissioner shall be scheduled by the moderator and held at least twenty (20) days but no more than thirty (30) days after the date of the Charged Commissioner's receipt of the Charge Letter.
- b. A Moderator shall preside over the Official Misconduct Hearing for the Charged Commissioner.
  - i. The moderator shall be chosen by the Charged Commissioner from among the following:
    - 1) The Chairperson of the Board of Commissioners (unless the Chairperson is the Charged Commissioner, in which case the Vice Chairperson may be chosen);
    - 2) The Executive Director;
    - 3) The General Counsel; or
    - 4) The Senior Vice President and Corporate Secretary;
    - 5) At the option of the Charged Commissioner, a neutral third-party arbitrator may be selected.
      1. The arbitrator must be a professional arbitrator who is affiliated with the American Arbitration Association, JAMS Mediation, Arbitration, and ADR Services, or other similar organization that operates in accordance with the laws of the District of Columbia.
      2. An individual who has a known, direct, and material interest in the outcome of the arbitration proceeding or a known, existing, and substantial relationship with a party may not serve as an arbitrator.
      3. The Charged Commissioner will bear the costs for the arbitrator for cases of censure. If suspension or removal is an option, DCHA will bear the costs for an arbitrator.
  - ii. The Charged Commissioner will indicate his or her choice of moderator in writing to the Office of the General Counsel within five (5) days of receipt of the Charge Letter.
  - iii. If the Charged Commissioner does not timely select a moderator, the Chairperson shall serve as moderator (unless the Chairperson is the Charged Commissioner, in which case the Vice Chairperson shall serve).
- c. The Moderator will have the power to impose reasonable limits on testimony and conduct at the Official Misconduct Hearing to maintain order and decorum and to prevent testimony that is irrelevant, offensive, unduly repetitive or otherwise inappropriate.
- d. During the Official Misconduct Hearing, the Charged Commissioner shall have the opportunity to present opening and closing statements, to call witnesses on his or her behalf, and to question his or her accusers.
  - i. The Charging Commissioners will also have the opportunity to present arguments, evidence, and witnesses in support of the proposed discipline.

- ii. The Charged Commissioner may be represented by a person of his or her choice, whether or not that person is an attorney. The representative may speak and/or question witnesses on the Charged Commissioner's behalf.
- iii. The questioning or cross-examining of witnesses may be reasonably limited by the moderator.
- iv. Testimony shall be taken only from witnesses having direct knowledge of the facts or circumstances relevant to the Charges.
- v. The rules of evidence and judicial procedure applicable in a court of law shall not be applicable to this hearing, and procedures shall generally be informal. Sworn written statements may be offered as evidence.
- e. The Official Misconduct Hearing will be transcribed by a court reporter, who will be paid for by DCHA.
- f. After the Official Misconduct Hearing, the Moderator will prepare a summary of facts presented at the hearing and deliver to the Board.
- g. Upon consideration of the facts found in the Official Misconduct Hearing, the Board shall vote on the Charged Commissioner's censure, suspension or removal pursuant to the voting and attendance requirements established in the Bylaws.
  - i. The Board will first vote on the question of whether to impose discipline.
  - ii. A Charged Commissioner can only be disciplined by an affirmative vote of a majority of the Commissioners currently in office.
  - iii. If censure was the most severe form of discipline included in the Charge letter, an affirmative vote to discipline the Charged Commissioner will result in censure.
  - iv. If suspension, removal, or both were included in the Charge Letter, the Commissioners will vote on the appropriate penalty, beginning with the most severe option listed.
    - 1) If a vote for removal does not receive the affirmative votes of the requisite number of Commissioners established by the Bylaws for removal, the Board will vote to suspend.
    - 2) If the Board does not approve either removal or suspension by majority vote, the appropriate penalty will be censure.
  - v. The decision of the Board shall be final and not subject to appeal.

**5. Conflict of Law.**

- a. Where there is conflict between these procedures, D.C. law, and the Bylaws of the District of Columbia Housing Authority, the law of the District of Columbia will control, followed by the Bylaws, except that authorities lower on the hierarchy may grant more rights to Charged Commissioners required by D.C. law.

DISTRICT OF COLUMBIA HOUSING AUTHORITY

ANNUAL CONFIDENTIAL FINANCIAL  
DISCLOSURE PACKAGE  
FOR CURRENT DCHA EMPLOYEES

2011



**INSTRUCTIONS FOR FINANCIAL DISCLOSURE STATEMENTS**  
**FOR**  
**CURRENT DCHA EMPLOYEES**

**GENERAL INSTRUCTIONS**

Your position with the District of Columbia Housing Authority is a "Designated Position" that requires you to annually file a confidential financial disclosure statement. Attached to these instructions is the form that you must complete. The form must be completed, signed and delivered to the Office of the General Counsel, Suite 210, 1133 North Capitol Street NE, Washington, D.C. 20002 by the following **deadline: 5:00 pm February 21, 2012.**

The Purpose of the financial disclosure statement is to comply with the legal disclosure requirements to prevent real or apparent conflicts of interest. Conflicts can hamper your ability to carry out your responsibilities and DCHA's ability to carry out its public mission.

**Covered time period:** The data you provide regarding employment, financial interests, non-financial interests, real property interests and businesses doing business with the DCHA are ones that existed at any time during the period beginning on **January 1, 2011** and continuing through the day you sign and deliver the form. For Example; if you took a part time job for two weeks as a sales person at a shoe store in July, 2011 that would be included on the form even though you are not, as of the day you sign, so employed.

**DEFINITIONS**

First, carefully read the following definitions of terms that appear on the form before completing the form.

**Employment** – Means performing work or providing services to another person or business entity for which you receive or are entitled to receive compensation. This includes the traditional "employer/employee" relationship and that of an "independent contractor." Examples:

- 1) After working at DCHA during the day you have a second job as a retail sales person at a shoe store in the evenings.
- 2) If, on your own time, you provide advice in a field in which you have particular experience or expertise ("consulting") to a person or business entity or non-profit organization for a fee or other compensation.
- 3) any self employment.

**Immediate Family** - Means your spouse or domestic partner, parents, brother, sister, child or the spouse or domestic partner of your parent, brother, sister or child.

**Ownership Interest** – Includes being a sole proprietor, being a partner or limited partner in a partnership or limited partnership, owning stock and stock options, bonds or

other securities in a corporation, being a member of a limited liability company, limited liability partnership or a limited liability corporation.

**Financial Interest** – Includes such items as buyouts of business ownership interests, severance payments, loans to or from a business entity by whom you were employed or had an ownership interest or other financial relationship resulting from employment, ownership or association with another person or business entity. Do not include an ownership interest as defined in these instructions. Do not include participation in retirement plans, pension plans, 401K plans, etc.

**Business Entity** – Any corporation, sole proprietorship, limited liability company, limited liability corporation, partnership, limited partnership, firm, enterprise, franchise, association, organization, self employed individual, holding company, joint venture company, joint stock company, trust or any other legal entity through which business is conducted for profit.

**Non-Profit Organization** – means a business entity as listed above except that is not operated for profit. Examples include a professional society, charitable, religious, social, fraternal, recreational, public service, civic or similar organizations.

**Governing Body** – The leadership group within a business entity or non-profit organization that decides policy and makes binding decisions for the organization. Examples are; a Board of Trustees, a Board of Directors, Commissioners, a council, a Board of Elders or a vestry. The Governing Body is not the membership of a organization. For example; if you were to join the Sierra Club as a member and pay annual dues you are not part of the governing body. However, if you were selected to be on the Board of Directors of Sierra Club, then you would be a part of the governing body.

**Real Property Interest** – A property interest is one in which you are the owner of real property, either alone or jointly with another person or business entity. It includes a leasehold interest in which you are the tenant. It includes such things as a life estate and being the holder of a mortgage or deed of trust secured by real property. It includes being a partner in a partnership or a shareholder in a corporation where the partnership or the corporation owns the real property. It does not include your primary or principal residence.

**Doing Business** – Having a contract whether written or oral for goods or services and being the donor or recipient of a grant or sub grant.

**Creditors** – Any person or business entity to whom you owe money arising out of a business. It does not include a debt secured by your primary residence. It does not include consumer and credit card debts for ordinary household and living expenses or personal car loans.

**Officer** – Means a person who is a senior manager in either a for-profit or not-for-profit business entity with policy or decision making powers for the organization. It includes such positions as: President, Vice President, Treasurer, Secretary, Executive Director, Chairman, Vice Chairman, Chief Financial Officer, Chief Executive Officer, Chief Operating Officer and Comptroller

## ITEM-BY-ITEM INSTRUCTIONS

- Item 1:** Enter your last name, first name, and middle initial in that order.
- Item 2:** Enter the title of the position you currently hold.
- Item 3:** List the DCHA division, department or unit and, if applicable, the region to which you are assigned.
- Item 4A:** First read the definition for *employment*. If you answer YES to the first question, then you will need to complete the items listed for each employer during the covered period. If you answered NO to the first question you may then go on to 4 B.
- Item 4B:** First read the definition for *immediate family*. If you answer YES to the first question please complete the remaining questions for each *immediate family* member who is employed full or part time. If you answer NO, then you may proceed to question 5A.
- Item 5A:** First read the definitions for *ownership interest* and *business entity*. If you have answered the question YES, then you will need to list each business entity and information requested on the form. If you answered NO you may proceed to question 5B.
- Item 5B:** First read the definition of a *financial interest* and a *business entity*. If you answered YES to the question then you will need to supply the information listed in the question. If you answered NO you may proceed to question 5C.
- Item 5C:** First read the definition for *creditors*. If you answered YES to the question, please list the creditors and other information requested in the question. If you answered NO you may proceed to question 6.
- Item 6:** Please read the definitions for *officer, governing body* and *non-profit organization*. If you answered YES to the question, please supply the information requested. If you answered NO you may proceed to question 7.
- Item 7:** Please read the definition for *interest in real property*. If your answer is YES please provide the information requested. Please be sure to identify whether or not the occupant of the property is the recipient of a housing choice voucher program voucher. If you answered NO you may proceed to question 8.
- Item 8:** Review the business entities and non-profit organizations you have listed in answers to Item 4, 5, and 6 and list any of them again in this item if you know they were doing business with DCHA during the covered period.
- Item 9:** Please read the certification paragraph carefully and then sign and date the form. You must return the form to the Office of the General Counsel no later than **5:00 pm February 21, 2012**.

CONFIDENTIAL FINANCIAL DISCLOSURE STATEMENT  
FOR EMPLOYEES  
(Covered Period – 1/1/2011 to Today)

PERSONAL INFORMATION

1. NAME: \_\_\_\_\_

2. POSITION: \_\_\_\_\_

3. DCHA DIVISION / DEPARTMENT / UNIT: \_\_\_\_\_

4. EMPLOYMENT ( including self employment and independent contractor arrangements)

A. **Your Employment**--During the covered period have you been employed either full or part time by any person or business entity or government agency?

- NO
- YES If your answer is YES complete the following: (If more than one, provide the information for all employers on Continuation Sheet.)

Name of employer: \_\_\_\_\_

Business address: \_\_\_\_\_

Your position / Title: \_\_\_\_\_

Number of Hours worked per week: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

B. **Family Members' Employment**--During the covered period has any member of your immediate family been employed full or part-time? (*Immediate Family member includes; your spouse, domestic partner, parents, brother, sister, child or the spouse or domestic partner of them.*)

- NO
- YES If your answer is YES complete the following: (If more than one, provide the information for all employers on Continuation Sheet.)

Family member's name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Business address [city and state]: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**5. FINANCIAL INTERESTS:**

**A. Ownership Interests** During the covered period did you or a member of your immediate family have an ownership interest greater than five percent (5%) in a business entity? --(Ownership Interests include owning stocks and bonds, being a partner, limited partner, sole proprietor, or member of a limited liability company or joint venture.)

- NO
- YES If your answer is YES complete the following: (Use Continuation Sheet as needed)

Name of Business and Address	Type of Business	You	or Family Member	
			Name	Relationship

**B. Financial Interests** During the covered period did you or a member of your immediate family have a financial interest, regardless of value, in any business entity? (Financial Interests include interests in business entities other than ownership such as a buyout of an ownership interest, severance payments, and loans to or from the business entity)

- NO
- YES If your answer is YES complete the following (Use Continuation Sheet as needed)

Name of Business and Address	Nature of Interest	You	or Family Member	
			Name	Relationship

**C. Creditor** During the covered period were you obligated to any creditors for loans, notes, securities or other indebtedness? Do not include loans secured by your primary residence and consumer or credit card debt for ordinary household and living expenses or personal auto loans.

- NO
- YES If your answer is YES list each creditor. (Use Continuation Sheet as needed)

Name of Creditor	Character of Indebtedness

**6. NON-FINANCIAL INTERESTS:**

During the covered period were you or a member of your immediate family an officer or a member of the governing body of any business entities or non-profit organizations?

- NO
- YES If your answer is YES complete the following: (Use Continuation Sheet as needed)

Name of Organization	Position	You	or Family Member	
			Name	Relationship

**7. REAL PROPERTY INTERESTS:**

During the covered period did you or a member of your immediate family have any interest in real property or rights in land in the District of Columbia, other than your primary residence?

- NO
- YES If your answer is YES complete the following: (Use Continuation Sheet as needed)

Property Address	Nature of Interest	HCVP Occupant Yes/No	You	or Family Member	
				Name	Relationship

**8. DOING BUSINESS WITH DCHA:**

During the covered period were any of the business entities or organizations listed in items 4, 5, and 6 above doing business with DCHA?

- I DON'T KNOW
- NO
- YES If your answer is YES complete the following: (Use Continuation Sheet as needed)

<i>Entity or Organization</i>	<i>Item 4, 5, or 6</i>

**9. CERTIFICATION:**

I certify that the statements I have made and the information I have provided above are true, complete and correct to the best of my knowledge and belief. I acknowledge that any falsification or omission of the information on this form may subject me to discipline including termination of my employment with DCHA.

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

**STOP HERE - next page for ethics officer to complete**

.....

## 10. EVALUATION

I have reviewed the above statement in light of the present and prospective duties of the individual to ensure actual and apparent conflicts of interest are avoided. My evaluation is:

- No employment, financial or affiliation interests are reported.
- The reported employment, financial and affiliation interests reported are unrelated to the employee's duties and no conflicts of interests appear to exist.
- The employee's duties create an apparent or actual conflict of interest. The conflict of interest will be resolved by:
  - Change in assigned duties
  - Divestiture of the interest
  - Resignation from the outside employment or from the position in the non-profit organization
  - Recusal from participation in any matter involving the entities or organizations
  - Other: \_\_\_\_\_

\_\_\_\_\_  
Ethics Officer

Date \_\_\_\_\_

CONFIDENTIAL FINANCIAL DISCLOSURE STATEMENT  
CONTINUATION SHEET

NAME: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

ITEM NUMBER:

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ITEM NUMBER:

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



## **District of Columbia Housing Authority**

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

### **FRAUD POLICY & PROTOCOLS**

#### **PURPOSE**

The District of Columbia Housing Authority (DCHA) is committed to the highest standards of moral and ethical behavior. Fraud and corruption can undermine the viability of our organizations, compromise the delivery of services, and breach the trust we proudly have among our stakeholders. In line with best practices, DCHA is implementing procedures and specific controls to prevent and neutralize unethical misconduct. Fraud and corruption will not be tolerated under any circumstance. Appropriate disciplinary actions may be taken against any employee or external party involved with fraud or corruption. All efforts will be made to recover assets misappropriated or losses due to fraud or corruption.

#### **POLICY**

It shall be the policy of the Office of Audit & Compliance to conduct, supervise and coordinate internal investigations or inquiries designed to detect, deter, prevent and eradicate fraud, corruption, waste, misconduct, mismanagement and other abuses in the agency. Further, it is the policy of DCHA to thoroughly and expeditiously investigate any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken. This policy covers all DCHA employees. Additionally, this policy covers all DCHA vendors, customers and partners to the extent that any DCHA resources are involved or impacted.

#### **COMMITMENT BY MANAGEMENT**

DCHA recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operational breaches and unethical activities. Therefore, it is incumbent upon the Executive Director, the Board of Commissioners, and management to institute and clearly communicate the fraud prevention policy to both internal and external customers, vendors and partners. DCHA recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated.

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. The

following shall illustrate, but not limit, actions that may constitute criminal or fraudulent behavior (See Appendix A for definitions):

- Theft, embezzlement, or other misapplication of funds or assets;
- Forgery or alteration of any document belonging to the DCHA;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Impropriety in the handling or reporting of money or financial transactions;
- Bribery, kickbacks, or bid rigging;
- Intentionally taking any action which results in a benefit to which the recipient is not lawfully entitled;
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the DCHA;
- Destruction, removal, or inappropriate use of DCHA assets;
- Falsification of expenses and invoices;
- Theft of cash or fixed assets;
- Alteration or falsification of records;
- Failure to account for monies collected; and/or
- Knowingly providing false information on job applications and requests for funding.

Corruption is defined as the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity. Some examples of corruption include:

- Bribery;
- Conspiracy; and/or
- Extortion.

## **REPORTING OF FRAUD OR CORRUPTION**

Allegations and concerns about fraudulent or corrupt activity may come from various sources including:

- Employees;
- Vendors;
- Members of the public;
- Results of internal or external audit reviews; and/or
- Any other interested parties

All DCHA employees have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any employee,

vendor or any other party with any association with DCHA. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately. Reporting actual or potential fraud will not be considered an act of disloyalty, but an action which shows your sense of ownership, responsibility and loyalty to the DCHA and its stakeholders.

## **PROCEDURES AND RESPONSIBILITIES**

Any DCHA employee (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. Concerns should be reported to any of the following:

- Executive Director;
- Director, Office of Audit & Compliance;
- General Counsel;
- The employee's immediate supervisor;
- Any member of the Board of Commissioners;
- Any management staff member.

Any Public Housing tenant, Housing Choice Voucher Program participant, or vendor suspecting fraud should report their concerns at:

**Call Toll Free: 1-888-535-3995**

**Internet: [www.dchousing.org](http://www.dchousing.org)**

**Mailing Address:**

**District of Columbia Housing Authority  
Office of Audit & Compliance  
Room 143  
1133 North Capitol Street NE  
Washington, DC 20002**

## **EMPLOYEE PROTECTION**

DCHA will not take action against a person making an allegation in good faith and which is not confirmed via subsequent investigation. A report of a breach may be made by an employee without fear of harassment, demotion, dismissal, disciplinary action, remedial action, suspension, threats or any method of discrimination or retaliation by DCHA (whether employees, third party agents, representatives, consultants, suppliers, vendors, subcontractors, customers, partners, agents, etc.). No act of victimization against a person making an allegation in good faith will be tolerated; and the identity of the person making the allegation will be kept in strictest confidence. Any malicious or false allegations may, however, result in disciplinary action against the employee for making such allegations.

## **NOTICE ON CONFIDENTIALITY**

Reports made to the hotline will be treated as confidential. However, this confidentiality is not absolute because of legal or other requirements (e.g., discovery in litigation, government investigations, etc.) and situations where the DCHA would need to use the information to protect the DCHA's interests. DCHA will do everything it can to protect a person's identity during the investigation and handling of a matter, but in some limited situations; the person being investigated may be able to ascertain who the complainant is just by the nature of the facts or the contextual situation that gave rise to the allegations.

## **QUESTIONS ABOUT THIS POLICY**

Questions regarding this policy should be raised with the Director, Office of Audit & Compliance.

**APPENDIX A**  
**Incident Type Definitions**

<b>Incident Type Definitions</b>	
<b>Type</b>	<b>Definitions</b>
Falsification of Agency Records	Any act or omissions, which alters any Agency record from its genuine condition to a false condition.
Fraud	Deliberate attempts to deceive in order to receive gain; such as a fraudulent refund, transaction, or credit card/ ATM transaction.
Fraud - Embezzlement	Any wrongful appropriation of money or property by a person to whom it has been lawfully entrusted.
Kickbacks	The solicitation or acceptance of cash, gifts or favors to perform a function which the employee is required by the job description to perform.
Theft of Cash	The taking of money or money instruments from the Agency without authoritative permission.
Theft of Goods/Services	The taking or removal of any Agency property from the premises of the Agency without permission. Employees using Agency goods and services to support their own business would be included in this category.
Theft of Time	Any act or omission which causes an employee to be paid for time not worked for the benefit of the Agency.
Unauthorized Purchases	Use of credit cards/ ATM/ fuel cards for non-business activity. For instance, an employee using the Agency credit card to purchase and pay for personal items, without the intention or the failure to reimburse the Agency in a timely fashion.
Bribery	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties.
Conspiracy	

## **District of Columbia Housing Authority Standards of Ethical Conduct**

The District of Columbia Housing Authority ( “DCHA” or the “Authority”) endeavors to create and maintain an effective and efficient workplace for all employees. Consistent with the Authority's mission provide affordable housing to low income citizens of the District of Columbia and judiciously expend public tax-payer funds in carrying out that mission, all employees shall demonstrate the highest standards of personal integrity, truthfulness, and fairness in all our public activities in order to inspire public confidence and trust in public institutions.

Public service is a public trust. Each employee has a responsibility to ensure that every citizen can have complete confidence in the integrity of the transactions and activities of the Authority and an expectation that each employee will adhere to principles of ethical conduct. As employees charged with conducting the people's business with public funds, you are held to a higher standard of ethical conduct than most people in the private sector. Accordingly, every member of the DCHA workforce has a fiduciary responsibility to the citizens of the District of Columbia to carry out their job responsibilities and each and every transaction and work activity by adhering to the following principles and requirements.

### **A. Principles**

1. Employees are required to place loyalty to the citizens of the District of Columbia, the Authority and law and regulations and ethical principles above personal gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of their duty or the mission of the Authority.
3. Employees shall not engage in private financial transactions using inside government information not available to the public generally, or allow the improper use of such information to further any private interest or gain for themselves or others.

4. An employee shall not solicit or accept any gift of more than nominal value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the Authority that would give the appearance of, or actually influence or otherwise show, favoritism.
5. Employees shall put forth an honest effort in the performance of their duties and obey all lawful orders emanating from supervisory or managerial officials.
6. Employees shall never under any circumstances use their public position for private gain for themselves or others.
7. Employees shall act impartially and not give preferential treatment to any private organization or individual.
8. Employees shall protect, preserve and conserve DCHA property and shall not use or allow it to be used for other than authorized activities and purposes.
9. No employee shall engage in outside employment or private business activity or have direct or indirect financial interests that conflict or would appear to conflict with the fair, impartial and objective performance of their duties and responsibilities.
10. Employees shall be ever vigilant in separating the personal and professional relationships developed during their employment and shall keep even the appearance of favoritism out of the workplace.

**B. Specific Requirements**

**1. Financial Disclosure**

Every employee and independent contractor is required to complete and file with the Office of the General Counsel a financial disclosure form when initially employed by or undertaking contractual assignments for the Authority. Employees in certain designated positions and certain independent contractors are required to annually file a financial disclosure form regarding their and certain family member's non-Authority financial and business interests and relationships.

**2. Contracting and Procurement**

- A. No employee may have an interest, direct or indirect, in any contract or proposed contract for materials or services to be provided to the Authority.

B. No employee, officer or agent of DCHA shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict of interest, real or apparent would be involved. Such a conflict arises when a financial or other interest in a firm or business entity contracting with DCHA is held by:

- an employee, officer or agent involved in the selection, award or administration of the contract;
- a relative (including your spouse or domestic partner, parents, brother, sister, child or the spouse or domestic partner of your parent, brother, sister or child) of the employee, officer or agent;
- a partner of the employee, officer or agent;
- an organization that employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above individuals.

### **3. Real Property Interests**

- No employee may have a financial or ownership interest, direct or indirect, in any real property included or planned to be included in any real estate development or redevelopment project of the Authority.
- No employee may have an interest, direct or indirect, in any real property in the District of Columbia that is part of or that the tenants thereof participate in the Housing Choice Voucher Program of the Authority.

### **4. Use of Housing Authority equipment and services.**

Except as otherwise provided in the DCHA Policy and Protocol for Technology Resources and the collective bargaining agreements with AFGE 2725 and the FOP unions, all equipment and services owned, leased or otherwise contracted for by DCHA are for conducting DCHA business and are not for personal use.

Equipment includes but is not limited to tools, vehicles, computers (hardware, software, and peripherals), fax machines, copiers, phones, cell phones, radios, pagers, furniture, materials and supplies.

Services include but are not limited to, gas cards, credit cards, phone service (landline and mobile), delivery services (FedEx etc.), internet

connectivity, subscriptions, travel services, consulting services, legal, and repair and maintenance services.

## **5. Fraud, waste and abuse**

Employees shall report fraud, waste, abuse and corruption to the Office of Audit and Compliance or the Office of the General Counsel.

## **6. Hatch Act compliance**

- Authority employees are subject to the Hatch Act which restricts certain political activities. Authority employees shall not engage in the following political activities:
- An employee may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for political office.
- An employee may not, directly or indirectly, coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend, or contribute anything valuable to a political party, committee, organization, agency or person for political purposes.
- An employee may not be a candidate for public elected office in a partisan election.

## **7. Gifts**

An employee shall not solicit or accept any gift or any other item of more than nominal monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the Authority or whose interest may be affected by the performance or nonperformance of the employee's duties. Meals valued at \$25 or less are deemed to be nominal and not subject to this prohibition.

## **8. Post-Employment Restrictions.**

Upon leaving the employment of the Authority, an individual may not engage in business activities with the Authority personally or through any person or entity conducting business with the Authority until a twelve (12) month period has expired.



## District of Columbia Housing Authority

1133 North Capitol Street N.E.,  
Washington, DC 20002-7599  
(202) 535-1000 | dchousing.org

**Brenda Donald, Executive Director**

## DC Housing Authority Board of Commissioners

**Dionne Bussey-Reeder**

Chairperson  
Mayoral Appointee  
July 2023

**Kenneth Council**

Resident Commissioner  
\*October 2021

**Ann Hoffman**

Labor Commissioner  
July 2023

**Ronnie Harris**

Mayoral Appointee,  
HCVP Participant  
July 12, 2023

**LeJuan Strickland**

Mayoral Appointee  
July 2023

**Jose Ortiz Gaud**

Mayoral Appointee  
July 2023

**Bill Slover**

Advocate Representative  
April 2023

**Antonio Taliaferro**

Resident Commissioner  
\*October 2021

**Melissa Lee**

Mayoral Appointee  
July 12, 2022

**Aquarius Vann-Ghasri**

Resident Commissioner  
\*October 2021

**John Falcicchio**

Interim Deputy Mayor (ex officio)  
Term remains as long as DMPED

**Raymond Skinner**

DC Council Appointee  
December 21, 2024

**Vacant**

Mayoral Appointee

Board members attend monthly Board meetings, monthly committee meetings and special meetings (as necessary).

\*resident election holdover

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**Dionne Bussey-Reeder**, Chairwoman, Mayoral appointee Dionne Bussey-Reeder has worked in communities and across cities in the field of community relations and human capital development for over 25 years.

One of her major accomplishments includes the development and implementation of a college preparation program, which successfully assisted hundreds of District of Columbia high school seniors complete the arduous process of college admission and financial assistance. She also contributed to the development and management of the \$9 million District of Columbia Local Law Enforcement Block Grant and the Youth Violence Prevention Initiative.

Bussey-Reeder has served with the Far Southeast Family Strengthening Collaborative (FSFSC) as the Principal Deputy, Community Engagement Director, and Program Director for the Ward 8 Drug-Free Coalition. Her work has included oversight of the community mini-grant and capacity building grant program, where she annually provided support and oversight of approximately \$2 million for youth and family development programming in Ward 8. She served on the senior team that brokered the purchase of FSFSC's new home office, and successfully closed the deal to bring Anacostia the first Busboys and Poets restaurant east of the Anacostia River.

Knowing the impact and power of entrepreneurship in underserved communities, in May 2015, Bussey-Reeder joined a partnership and opened a restaurant, Cheers @The Big Chair, in Ward 8. In 2019, Bussey-Reeder ran for the At-Large D.C. Council seat.

Bussey-Reeder currently resides with her family in Ward 1, Columbia Heights, in the home she grew up in as a child.

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**Kenneth Council**, Resident Commissioner has lived in Fort Dupont Dwellings public housing development for forty eight years. He attended Washington, DC Public Schools. After high school graduation, he studied at the Fashion Institute of Design and Merchandising in Los Angeles, California. Commissioner Council is very involved with his church community and is devoted to his family as a caregiver and strong anchor. He had a distinguished career in public service at the Pentagon where he worked as a database management assistant for the Department of Navy. He also served as a Foreign Liaison Officer for the Department of Army. In 2008, Commissioner Council received the Executive Leadership award from the Executive Director of the District of Columbia Housing Authority. He was elected to the Board of Commissioners of the DC Housing Authority where he will serve a term of three years as the At-Large Resident Commissioner. He is currently Vice-President of the Citywide Advisory Board of the DC Housing Authority and President of the Fort Dupont Resident Council. He is Chairman of the Health Committee on the DC Housing Authority Citywide Advisory Board Health Needs Assessment Project whose mission is to address the health ills of public housing residents. He also serves on the Board of Trustees of East of the River Family Strengthening Collaborative, Inc.

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**Bill Slover**, Advocate Representative has more than 25 years of experience in real estate investment, asset management, Mergers, Acquisitions, and business development work, in both the private and public sector. He is currently a principal with AVCO Interests, a real estate development and consulting firm based in Washington, DC. Having previously served on the board from 2009 – 2011 as a Mayoral appointee, Bill was appointed to the board in May of 2015 by D.C. Consortium of Legal Services Providers. Bill received his undergraduate degree from Union College in Schenectady, NY.

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**Ann Hoffman**, Labor Commissioner has practiced labor law since 1972. She has provided training in labor law, collective bargaining, and employment discrimination to managers and employees in the public and private sectors, including as an Adjunct Professor at Cornell University and the University of Maryland School of Law.

Ms. Hoffman has worked for the International Ladies' Garment Workers' Union, UNITE, the Communications Workers of America, and the National Border Patrol Council, AFGE and has been involved in numerous cases before the National Labor Relations Board, the New York Public Employment Relations Board, and the New Jersey Public Employment Relations Commission. She previously served as a member of the DC Public Employee Relations Board from 2004 to 2008, as well as 2012 to 2014. She served as Executive Assistant to U.S. Attorney General Benjamin R. Civiletti from 1979 to 1981. Ms. Hoffman earned a bachelor's degree from Barnard College and a J.D. with honors from the University of Maryland School of Law.

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**Jose Arnaldo Ortiz Gaud**, Mayoral appointee began his entrepreneurial experiences in the flooring industry in early 1991. Working as a subcontractor for national flooring companies, he earned a reputation as a reliable, honest person who performed quality work. Using those skills and his savings as capital, he began a flooring business, Allstate Carpet, which later became Allstate Floors & Construction Inc. with a focus on government, hospitality, educational, mixed use and commercial facilities. In 2014, Allstate Floors was recognized by the District's Department of General Services as a successful Certified Business Enterprise for its work with D.C. government. Ortiz Gaud has received many awards of recognition and service over the years for his business. Ortiz Gaud has supported and served the community as a member of the board of Centro de la Comunidad, an outreach program for the Hispanic community. He has mentored children and young adults in the USHYEE (United States Hispanic Youth Enterprise Education) programs sponsored by Johns Hopkins University and Towson University. He has also served as a volunteer for The Helping Up Mission and the Back on Your Feet programs, community organizations committed to giving a helping hand to the homeless and less fortunate.

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**Antonio Taliaferro**, Resident Commissioner is a DC native and moved into public housing in April 2011. Upon moving into public housing, Mr. Taliaferro began serving in the capacity of

Secretary on the Resident Council Executive Board for a number of years. Although Mr. Taliaferro moved from one property to another, he continued to extend himself to assist in whatever capacity in order to benefit the residents. Mr. Taliaferro describes himself as determined, very strong willed and dedicated to the work of improving the quality of life for all residents. He is also very supportive of the vision and mission of the District of Columbia Housing Authority.

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**Aquarius Vann Ghasri**, Resident Commissioner is a past recipient of the DCHA Executive Director Leadership Award, has served as the Vice President of the Potomac Gardens Resident Council, on the Executive Board of the DCHA Citywide Advisory Board, and has worked with numerous nonprofit organizations throughout the metropolitan area. She holds several certificates for nonprofit leadership. Ms. Vann Ghasri studied to become a paralegal at the Antioch School of Law, Urban Law Institute. She graduated with honors from the DCHA Community Monitoring Program. She served for two years with AmeriCorp Vista, and has worked with local groups such as Community Vision, Inc., National People Action, United Public Housing, and DC Justice for Youth and the National Coalition for Homelessness. Ms. Vann Ghasri represents the resident community on the District of Columbia Housing Authority Board of Commissioners.

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**LeJuan Strickland**, Mayoral appointee, is the owner of Metropolitan Strategies and Solutions, LLC. Metropolitan Strategies & Solutions LLC was established in 2010 to provide excellent consultation for small businesses and government clients in the areas of diversity inclusion, business development, project management, community outreach, and organizational design. Strickland has served in several senior roles throughout Washington, D.C. government with D.C. Department of Small and Local Business Development, D.C. Council, and D.C. Department of Employment Services. In addition to running Metropolitan Strategies and Solutions, LLC, Strickland is an officer in the D.C. Army National Guard serving as HHC (Headquarters and Headquarters Company) Commander. A Ward 5 Resident, Strickland received his Master of Business Administration from Fontbonne University.

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**John Falcicchio**, Interim Deputy Mayor (Ex Officio) Mr. Falcicchio has served as the Mayor's Chief of Staff since the start of the Bowser Administration after volunteering as a campaign advisor and director of Mayor-elect Bowser's transition. Mr. Falcicchio previously served as a Senior Vice President of DKC, a New York based public relations firm; as a Regional Political Director for the Democratic National Committee during the re-election of President Obama; and as a long-time aide to former Mayor Adrian Fenty.

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**Raymond Skinner**, DC Council Appointee is president of Skinner Consulting Services LLC, a consulting firm providing services in public policy analysis, housing finance and development, community revitalization, and government relations. He has spent the bulk of his 50-year professional career in public service, including holding several executive appointed positions in state and local government.

For fifteen years Skinner served as Secretary of the Maryland Department of Housing and Community Development (DHCD), leading a staff of 300 and managing the state's housing finance, mortgage insurance, community development, and building code programs. In this position he oversaw the issuance of billions of dollars in mortgage revenue bonds to finance construction of affordable housing and managed the distribution of tens of millions of dollars in community development funds to help revitalize neighborhoods throughout the State of Maryland. Previously Skinner held the positions of DHCD Director and Executive Director of the Housing Authority in Prince George's County, MD.

Skinner also spent over 10 years with the District of Columbia government, including serving as Special Assistant to the Deputy Mayor for Economic Development and as Director of the Office of Business and Economic Development.

Skinner is a well know affordable housing advocate and has been an active leader in the housing and community development industry. He served as a Trustee of the National Housing Conference, on the board of the National Council of State Housing Agencies, and as President of the Council of State Community Development Agencies. He served two terms as a member of the Community Development Advisory Council of the Federal Reserve Bank of Richmond, and currently serves on the board of Reinvestment Fund.

Skinner holds a Bachelor of Science degree from the Pennsylvania State University and a Master of City Planning from the University of Pennsylvania. He received a certificate in Real Estate Development from Harvard University and completed Harvard's "Program for Senior Executives in State and Local Government."

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**Ronnie T. Harris**, HCVP Mayoral Appointee is passionate about the District of Columbia and maintaining a safe environment for families and children. Born in D.C. and raised in Montgomery County, Harris returned to the District as a single parent attending the University of District of Columbia and raising her son.

Over the years a passion for healthcare administration grew from working as a pharmaceutical technician in the late 1990s. Moving through the ranks and various positions, she has become a seasoned account executive working with healthcare systems and providers, managing a base of clients that exceeds millions of dollars in revenue yearly.

In the height of gentrification in the mid-2000s, Harris found her Shaw neighborhood being transformed and the Kelsey Gardens housing she called home being courted by developers. As a born leader and lifelong learner, she was invited to serve on the tenant association. Over a three-year period, she helped over 58 families transition from income-based housing to the federal voucher program, and in some successful cases—including herself—into a home ownership program.

Harris' favorite mantra is when you know better, you do better, and that has served her in all her endeavors. Harris lives in Washington, D.C. with her three children and two dogs.

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**Melissa Lee**, Mayoral Appointee is the Senior Vice President of Capital and Investments at The Menkiti Group where she is responsible for the capital, investment, and fund management activities of the organization. Lee brings over two decades of finance experience with expertise in investment management and treasury management across multiple industries. Lee has delivered a range of finance activities at organizations that include Amtrak, Pepco Holdings, Inc., and Chevy Chase Bank (acquired by Capital One in 2009).

Previously, Lee oversaw a \$2+ billion real estate portfolio at the Maryland State Retirement & Pension System with the responsibility for advancing the asset class strategy through the deployment of capital into domestic and global private real estate funds.

Formerly, Lee served as the Director of Treasury Operations at the Washington Metropolitan Area Transit Authority (WMATA), where she executed the organization's cash, debt, and investment strategy. In addition, she served as a Trustee on several of WMATA's Retirement Plans.

Most recently, Lee served as the Founder and Managing Principal of Lee Squared Consulting Group, LLC where she developed financial strategies for community development organizations, including advisory and compliance activities for the affordable housing portfolio and Community Development Block Grants.

Lee holds an MBA from George Washington University, a BBA in Finance from the University of the District of Columbia, and the Certified Treasury Professional (CTP) designation from the Association for Financial Professionals.

# DCHA Board Resolutions

## FY2021 and FY2022 to date

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<b>Fiscal Year</b>	<b>Title of Resolution</b>
2021	To Approve Modification of the General Legal Services Contract with K&L Gates LLP
2021	To Authorize DCHA'S Executive Director To Negotiate an Exclusive Right To Negotiate (ERN) With A Co-Development Partner For The Greenleaf Housing Community
2021	To Authorize DC Housing Enterprises to Make Final Deployment of Remaining \$6,000,000 in New Markets Tax Credit Authority to the Renaissance New Markets Fund LLC
2021	To Authorize the Execution of a Contract Modification for Elevator Preventive Maintenance and Repair Services
2021	To Authorize the Execution of a Contract Modification for HVAC Preventive Maintenance & Repair Services and Water Treatment Services
2021	To Authorize the Execution of a Contract Modification for Fire Alarms and Security Systems Preventive Maintenance and Repair Services
2021	To Approve Allocation of Fiscal Year 2020 Local Rent Supplement Program Awarded Projects to Support the Creation of Affordable Housing in the District of Columbia
2021	To Authorize Submission of Rental Assistance Demonstration (RAD) Program Application to HUD for Judiciary House Apartments
2021	To Authorize the Execution of Contracts for Professional Architectural and Engineering Services
2021	To Appoint an Interim Executive Director and Engage Executive Search Firm For Selection Of A Permanent Executive Director
2021	To Authorize Submission of Rental Assistance Demonstration (RAD) Program Application to HUD for Potomac Gardens Senior and '700' Midrise Apartments
2021	To Approve the District of Columbia Housing Authority Fiscal Year 2022 Moving to Work Plan
2021	To Authorize the Formal Adoption of Two PH and HCV Statutory and Regulatory Waivers Available Under HUD Notices PIH 2021-14
2021	To Authorize the Formal Adoption of Various HCV Statutory and Regulatory Waivers and Operating Requirements for the EHVs Available Under HUD Notices PIH 2021-15
2021	To Authorize Submission of a RAD Portfolio Award to HUD to allow for a RAD Conversion for First Phase Redevelopment of Kenilworth Courts.
2021	Authorizing A Two Year Employment Contract To The District of Columbia Housing Authority's ("DCHA") Interim Executive Director
2021	To Approve the District of Columbia Housing Authority Operating Budget for Fiscal Year 2022
2021	To Adopt A Charter For the Office of Audit and Compliance
2021	To Approve the Renewal of DCHA Insurance Policies with the Housing Authority Risk Retention Group
2022	To Authorize Entering Into a Memorandum of Understanding for Demolition and Infrastructure Financing for the Park Morton Redevelopment
2022	To Accept Final Audit of DCHA for Fiscal Year 2020
2022	To Authorize the Use of Local Rent Supplement Program Subsidies to Support the Creation of New Affordable Housing in the District of Columbia for the Barry Farm Public

Fiscal Year	Title of Resolution
	Housing Redevelopment Project
2022	To Amend an Existing Project Based Housing Assistance Payment (HAP) Contract for the Parkway Overlook Development
2022	To Authorize an Extension of Time for DCHA to Negotiate a Master Development Agreement with the Co-Development Partner for the Greenleaf Housing Community
2022	To Approve Allocation of Fiscal Year 2022 Local Rent Supplement Program Awarded Projects to Support the Creation of Affordable Housing in the District of Columbia
2022	To Authorize Closing Documents for Acquisition of Capper Senior I
2022	To Authorize the Execution of a Contract for Construction Project Management Services
2022	To approve an Amendment to the District of Columbia Housing Authority Fiscal Year 2022 Moving to Work Plan
2022	To Authorize the Submission of an Application to HUD for the Disposition of DCHA Headquarters
2022	To Approve Revision to the Procedures for the Election of Resident Commissioners to the DCHA Board of Commissioners
2022	To Authorize the Execution of a Contract for Langston Terrace Revitalization and Sustainability Master Plan
2022	To Authorize the Execution of a Contract Modification for Fire Alarms and Security Systems Preventive Maintenance and Repair Services
2022	To Authorize the Execution of a Contract for Elevator Preventive Maintenance and Repair Services
2022	To Authorize the Execution of a Contract Modification for Heating, Ventilation, and Air Conditioning (HVAC) Preventive Maintenance & Repair Services and Water Treatment Services
2022	To Adopt Emergency Regulations to Allow Self-Certification of Eligibility Factors under the Tenant-Based Assistance under Local Rent Supplement Program