



February 18, 2022

Chairman Phil Mendelson
Chairperson, Committee of the Whole
Council of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson,

Thank you for providing DCSAA with an advanced copy of your questions re our Performance Oversight Hearing scheduled for Thursday, March 3, 2022.

Our responses to the questions are enclosed. We look forward to meeting with the Committee of the Whole and answering any additional questions you may have.

I, along with Rosalyn Overstreet-Gonzalez, Chair of the DC State Athletics Commission, and all of the DC State Athletic Commissioners, thank you and your staff for all of your support. We look forward to continuing our work together as we strive to create a model interscholastic athletics program.

Respectfully,

A handwritten signature in black ink, appearing to be 'Kenneth Owens', is written over a large, light-colored oval shape.

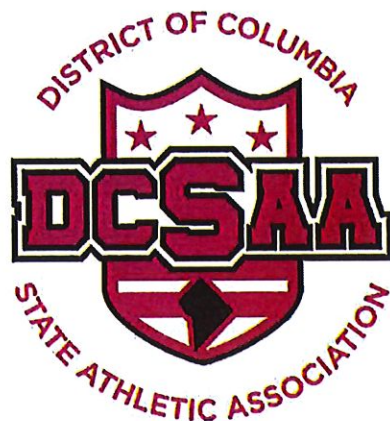
Kenneth Owens
Director





Table of Contents

1. DCSAA Performance Oversight Questions
2. DCSAA Handbook
3. DCSAA Rules – 5-F DCMR Chapter 1
4. DCSAC Authorizing Legislation
5. Appendix
 - a. DCSAA Organizational Chart
 - b. Schedule A
 - c. Budget Enhancement
 - d. Policy Position (Gender Equity)



DCSAA FY 2021 Performance Oversight Questions

DISTRICT OF COLUMBIA STATE ATHLETICS ASSOCIATION



Table of Contents

1. DCSAA Performance Oversight Questions
2. DCSAA Handbook
3. DCSAA Rules – 5-F DCMR Chapter 1
4. DCSAC Authorizing Legislation
5. Appendix
 - a. DCSAA Organizational Chart
 - b. Schedule A
 - c. Budget Enhancement
 - d. Policy Position (Gender Equity)

2.18.2022



**Performance Oversight Questions
State of Interscholastic Athletics in the District of Columbia**

**Kenneth Owens
Executive Director, District of Columbia State Athletic Association**

Committee of the Whole
The Honorable Phil Mendelson, Chairman

Council of the District of Columbia

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



District of Columbia State Athletic Association Fiscal Year 2021 Oversight Questions

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel. Also include the effective date on the chart.

Attached

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of March 1, 2021. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

Attached

3. In table format, provide a list of the board of trustees at each public charter school local education agency (LEA)

DCSAA does not currently have any board of trustee members.

4. Please list (through January 31) all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date the detail began, and the employee's actual or projected date of return.

DCSAA does not currently have any employees detailed to or from any agency.

5. (a) For fiscal year 2021, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay.

Clark Ray	Director	166,000	No Overtime	No Bonus Pay
Kenneth Owens	Director	143,951	No Overtime	No Bonus Pay

- (b) For fiscal year 2022, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay as of the date of your response.

Kenneth Owens	Director	143,951	No Overtime	No Bonus Pay
David Martinez	Gen. Counsel	125,000	No Overtime	No Bonus Pay



6. Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2021. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

DCSAA did not have any overtime earners in the agency in fiscal year 2021.

7. For fiscal years 2021 and 2022 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

DCSAA did not award any employee bonuses during fiscal year 2021 and has not awarded any for fiscal year 2022 as of January 31.

8. For fiscal years 2021 and 2022 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

DCSAA did not have any employees separated from the agency with separation pay during fiscal year 2021 and has not had any employee separated from the agency in 2022.

9. For fiscal years 2020, 2021, and 2022 (through January 31), please state the total number of employees receiving worker's compensation payments.

DCSAA has not had any employee receive worker's compensation payment since it was formed in 2012.

10. Please provide the name of each employee who was or is on administrative leave in fiscal years 2021 and 2022 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (through January 31).

DCSAA has not had any employee placed on administrative leave since it was formed in 2012.

11. For fiscal years 2021 and 2022 (through January 31), please list, in chronological order, all-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

FY 2021				
From	To	Date	Amount	Justification
DCSAA	OCP (PX0)	12/14/2020	\$12,470.09	Pcard Reconciliation
DCSAA	OCP (PX0)	1/13/2021	\$ 2,599.01	Pcard Reconciliation
DCSAA	OCP (PX0)	2/11/2021	\$10,000.00	Pcard Reconciliation
DCSAA	OCP (PX0)	3/11/2021	\$ 4,896.00	Pcard Reconciliation
DCSAA	OCP (PX0)	4/13/2021	\$ 2,675.00	Pcard Reconciliation
DCSAA	OCP (PX0)	5/20/2021	\$ 4,005.25	Pcard Reconciliation
DCSAA	OCP (PX0)	6/15/2021	\$19,716.28	Pcard Reconciliation
DCSAA	OCP (PX0)	7/16/2021	\$34,970.20	Pcard Reconciliation
DCSAA	DBH (RM0)	7/30/2021	\$10,080.00	Student Athlete Mental Health Modules
DCSAA	DCHR (BE0)	8/11/2021	\$ 3,419.00	Human Resources Servicing
DCSAA	OCP (PX0)	8/17/2021	\$19,233.38	Pcard Reconciliation
DCSAA	OCP (PX0)	9/10/2021	\$19,961.85	Pcard Reconciliation
DCSAA	OCP (PX0)	9/13/2021	\$ 36.78	Pcard Reconciliation
DCSAA	OCP (PX0)	9/30/2021	\$30,743.10	Pcard Reconciliation
FY 2022 (Thru 1/31/22)				
From	To	Date	Amount	Justification
DCSAA	OCP (PX0)	12/15/2021	\$11,385.69	Pcard Reconciliation
DCSAA	OCP (PX0)	12/30/2021	\$33,095.09	Pcard Reconciliation
DCSAA	OCP (PX0)	1/14/2021	\$19,568.22	Pcard Reconciliation

12. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2021 and 2022 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

DCSAA did not submit any reprogramming requests for fiscal years 2021-2022.

13. Please list, in chronological order, every reprogramming within your agency during fiscal year 2022 to date. Also, include both known and anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

To date, DCSAA has not submitted any reprogramming requests for fiscal year 2020.

14. For fiscal years 2021 and 2022 (though January), please identify each special purpose revenue fund maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the programs that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2019, 2020, and 2021 (as of March 1) and

give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

SPR	Source Name/Code	Source Funding of	Description of Programs Generating Funds	Funds generated by Program	Expenditures of Funds/Justification
FY20	619	Generated Revenue & Sponsorships	Revenue generated from DCSAA State Championships Sponsorships from various companies (American Dairy Association; Dick's Sporting Goods; MaxPreps; National Federation of State High School Associations)	50-60k in generated revenue & 50k-60k in sponsorship funds.	See Attachment
FY21	619	Generated Revenue & Sponsorships	Revenue generated from DCSAA State Championships Sponsorships from various companies (American Dairy Association; Dick's Sporting Goods; MaxPreps; National Federation of State High School Associations)	50-60k in generated revenue & 50k-60k in sponsorship funds.	See Attachment
FY22	619	Generated Revenue & Sponsorships	Revenue generated from DCSAA State Championships Sponsorships from various companies (American Dairy Association; Dick's Sporting Goods; MaxPreps; National Federation of State High School Associations)	50-60k in generated revenue & 50k-60k in sponsorship funds.	See Attachment

15. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2020, 2021, and the first quarter of 2022. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2020 and 2021.

Budget: Council-Approved vs Revised Budget				
Fiscal Year	Original Budget	Revised Budget	Change	Explanation
2020	\$ 1,200,124.00	\$ 1,181,021.00	\$19,103.00	The variance between the two budgets can be attributed to the emergence of the Covid-19 pandemic. Due to the pandemic, and the shutdown it created, Spring sports were cancelled. This left the unused portion of the budget.
2021	\$ 1,185,643.22	\$ 1,105,565.22	\$80,078.00	The variance between the two budgets can be attributed to the emergence of the Covid-19 pandemic. Due to the pandemic, and the shutdown it created, Fall, Winter, and some Spring sports were cancelled. This left the unused portion of the budget.
2022	\$ 1,170,104.63	\$ 1,170,104.63	\$ -	

16. (a) Please list any spending pressures that existed in fiscal year 2021. Include a description of each spending pressure, how it was identified and how it was remedied.

DCSAA did not experience any spending pressures during fiscal year 2021.

17. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2021 and 2022 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date. Please include copies of any MOUs with the submission.

Memoranda of Understanding (MOU)				
FY 2021				
Buyer	Seller	Description of Services	Enter Date	Termination/End Date
DCSAA	DCHR	Provide H.R. services for DCSAA and its employees	10/1/2020	9/30/2021
DCSAA	DBH	Provide access to youth educational modules for student athletes in the district. (High School At-Risk; Referral Process; Resilient Together; Stp in, Speak up	1/22/2021	9/30/2021
FY 2022 (Thru 1/31/22)				
Buyer	Seller	Description of Services	Enter Date	Termination/End Date
DCSAA	DCHR	Provide H.R. services for DCSAA and its employees	10/1/2021	9/30/2022
DCSAA	FEMS	Provide Emergency Medical Stanby Services for DCSAA Championship Events. Includes 1 fully-equipped ambulance unit with two (2) medical personell.	11/13/2021	9/30/2022
DCSAA	MPD	Provide uniformed police officers at DCSAA championship events law enforcement/security purposes.	11/2/2021	9/30/2022

18. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, such as the "Form B" for all District agencies (See D.C. Code § 47-

318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2019, 2020, and 2021.

Attached

19. Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

DCSAA is not currently named a party in any pending lawsuits.

20. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2020 or 2021 (through January 31).

There were no investigations, audits, or reports on the DCSAA or its employees in fiscal years 2021 or 2022 (through January 31). There are also no ongoing investigations, audits, or reports on the DCSAA or its employees.

There were no investigations, audits, or reports on the DCSAA or its employees in fiscal years 2021 or 2022 (through January 31). There are also no ongoing investigations, audits, or reports on the DCSAA or its employees.

- (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

There were no investigations, audits, or reports on the DCSAA or its employees in fiscal years 2021 or 2022 (through January 31). There are also no ongoing investigations, audits, or reports on the DCSAA or its employees.

21. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2020, 2021, and 2022 (through January 31). Give a brief description of each grievance, and the outcome (through January 31). Include on the chronological list any earlier grievance that is still pending in any judicial forum.

DCSAA has not had any grievances filed by employees or labor unions against agency management since the agency was formed in 2012.

22. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY20 and FY21, to date, whether or not those allegations were resolved.

DCSAA contracts with the DC Department of Human Resources to investigate all allegations of sexual harassment or misconduct committed by or against its employees. DCSAA has not received any allegations of sexual harassment or misconduct in FY21, FY22 or in any other prior years.

23. (a) What is the status of DCSAA's development of a model policy on sexual abuse and misconduct by staff and student-to-student sexual assault and harassment?

(b) How many LEAs have revised their policies on these topics in fiscal years 2021 and 2022 (through January 31)?

(c) Provide a list of LEAs that have participated in DCSAA activities (including conferences, trainings, etc.) on these topics in fiscal years 2021 and 2022 (through January 31).

DCSAA policy prohibits any form of sexual harassment by student-athletes, member school staff, and officials. Retaliation against a person because the person has filed a sexual harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy.

The DCSAA offers Title IX training, including sexual harassment and sexual abuse prevention training, for coaches and athletic administrators. Large training sessions are held annually; however, individual school training workshops are scheduled on an ongoing basis.

24. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2020 and 2021 (as of March 1). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

Procurements above \$10,000		
FY 2021		
Vendor Name	Purpose	Contract Amount
Power Players Management Group	District of Columbia State Athletic Association (DCSAA) seeks to secure a Coordinator of Sports and Activities for the 2020-2021 school year.	\$ 59,000.00
Chad Ricardo Franklin	The District of Columbia State Athletic Association (DCSAA) seeks a vendor to act as a sports social media liaison to interscholastic social media platforms covering high school athletics within the Washington, DC Metropolitan area.	\$ 31,775.00
DMV Capitol Board of Officials	The SAO seeks to secure a vendor to provide officiating services for the DCSAA Softball and Baseball Championship tournaments .	\$ 13,975.00
FY 2022 (Thru 1/31/21)		
Vendor name	Purpose	Contract Amount
J. Gilbert Inc.	The SAO seeks to secure a vendor to provide participant trophies, medals, and ribbons for it's menu of School Year 2021-2022 athletic championships, tournaments, and events.	\$ 42,688.00
Georgetown University	The SAO seeks to secure a venue to host the 2021 DCSAA High School Football Championships. Championships are open to all DCPS, DCPCS, and Independent Schools who have agreed to follow the rules and regulations of the DC State Athletic Association	\$ 10,490.40

25. (a) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

DCSAA has five cellular devices and two mobile hot spots.

(b) In table format if the answer is more than 20 lines, and as an attachment, please provide the following information for fiscal years 2021 and 2022 (through January 31), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

Name	Title	Expense	Justification
Kenneth Owens	Director	OSSE Absorbs	Director of Agency
Desmond Stewart	Sports Coordinator	OSSE Absorbs	Manages all championship events
Evelyn Lightfoot	Compliance Officer	OSSE Absorbs	Oversees Eligibility
Alan Lord	Finance Officer	OSSE Absorbs	Manages Agency Contracts and Procurement

David Martinez	General Counsel	OSSE Absorbs	Agency General Counsel
2 Mobile Hotspots		OSSE Absorbs	Used when cellular service and/or internet service is not available.

26. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2021 and 2022 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.; and (6) what employee discipline resulted, if any.

DCSAA does not own or lease any government vehicle. The agency does not have any government vehicle assigned to it.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2019, 2020, and 2021 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

DCSAA has not been involved in any accident involving a DC government-owned vehicle.

27. Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2020 and FY 2021 to date. Briefly describe each and the sanction, if any.

No lawsuit has been settled or decided by a trial court against DCSAA since it was created in 2012.

28. Please list the settlements entered into by DCSAA or by the District on behalf of DCSAA in fiscal years 2021 or 2022 (through January 31), and provide the parties' name, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

DCSAA has not entered into any settlements or judgments in fiscal years 2021 or 2022 (through January 31).

29. (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

Yes

(b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to use the vehicle; (3) jurisdictional

residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take-home status.

There have not been any exceptions.

30. In table format, please provide the following information for fiscal years 2021 and 2022 (as of through January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region on official business or agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).

FY 2021					
Travel	Traveler	Title	Total Cost	Funding	Justification
NFHS Section 2 Meeting - 9/27/21 - 9/29/21 (Williamsburg, VA)	Kenneth Owens	Executive Director	\$ 1,504.07	Agency (Local)	
NFHS Section 2 Meeting - 9/27/21 - 9/29/21 (Williamsburg, VA)	Sean Conley	Training & Events Manager	\$ 550.50	Agency (Local)	
NFHS Section 2 Meeting - 9/27/21 - 9/29/21 (Williamsburg, VA)	Evelyn Lightfoot	Compliance Specialist	\$ 550.50	Agency (Local)	
NFHS Section 2 Meeting - 9/27/21 - 9/29/21 (Williamsburg, VA)	David Martinez	General Counsel	\$ 550.50	Agency (Local)	
NFHS Section 2 Meeting - 9/27/21 - 9/29/21 (Williamsburg, VA)	Desmond Stewart	Administrative Support Specialist	\$ 550.50	Agency (Local)	
FY 2022 (Thru 1/31/22)					
Travel	Traveler	Title	Total Cost	Funding	Justification
ESPN/Paragon Marketing Girls Basketball Invitational 1/20/22 - 1/23/22 (Minneapolis, Minnesota)	Desmond Stewart	Administrative Support Specialist	\$ -	ESPN/Paragon Marketing	

31. Please provide and itemize, (through January 31), the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Name	Position	Length of Contract	Start Date	Contract Expires
Shelby Swann	Athletic Administrative Manager: Handles the day-to-day administrative duties for both the DCSAA, and the DCSAC	1 Year	10-2019	9-2020

Desmond Stewart	Coordinator of Sports Assists with the planning and implementation of State Athletic Championship Events.	1 Year 1 Year	02-2020 10-2020	9-2020 9-2021
Chad Ricardo	Media Consultant: Handles creation of media for DCSAA including game recaps, student athlete/coaches interviews, social media advertising, etc.	1 Year 1 Year	10-2019 10-2020	9-2020 9-2021

32. What efforts has your agency made in the past year to increase transparency?

DCSAA meetings are open to the public and most Agency information is located on the Agency website: www.dcsaasports.org

33. What efforts will your agency be making to increase transparency? Explain.

DCSAA continues to improve its online presence and community outreach, including its social media and website platform, as well as newsletter distribution to school administrators, city council members and staff and other state high school associations. DCSAA also continues to assist the District of Columbia State Athletic Commission in complying with its public notice requirements.

34. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

DCSAA has not had any legislative requirements where the agency lacked sufficient resources.

35. Please identify any statutory or regulatory impediments to your agency's operations.

DCSAA has not experienced any statutory or regulatory impediments.

36. Did your agency receive any FOIA requests in fiscal year 2021? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment. Also state here the total cost incurred by your agency for each fiscal year 2019, 2020, and 2021 (as of March 1) related to FOIA.

DCSAA did not receive any agency FOIA request in FY2020. DCSAA did not incur any costs related to a FOIA request in FY2020, FY2021 and FY2022 (through January 1).

37. (a) What are your agency's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2019, 2020, and 2021 (through the first quarter)?

DCSAA has not had any formal KPIs assigned to it since it separated from the Office of the State Superintendent for Education (OSSE) in FY18-19. During the Agency's Budget Review Team Meeting for FY19-20 we discussed adding formalized KPIs but COVID-19 disrupted that discussion.

Internally DCSAA's KPI is participation in high school sports. Between FY2013-14 and FY2018-19 the number of high school sports participants in D.C. rose from 10,168 student-athletes to 14,580 student-athletes, a 43% increase. In comparison, over the same five-year period in neighboring Maryland and Virginia, sports participation totals were nearly flat. Participation numbers rose 1% in Maryland and fell 1% in Virginia.

- (a) What KPIs have been dropped (or changed) since 2020? List each specifically and explain why it was dropped or changed.

No KPIs have been dropped or changed since 2020.

38. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2020 and 2021.

The mission of the District of Columbia State Athletics Association (DCSAA) is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The DCSAA brings together the District's public, public charter and private high schools and it represents its members by recognizing and promoting academics, the safety of participants, good citizenship and lifelong values as the foundation of interscholastic athletics. DCSAA seeks to increase participation and promote new opportunities in extracurricular athletics; in FY2021-22, DCSAA will hold six new state championship events.

Top Five Priorities:

- 1. To expand programming and opportunities for our student-athletes by adding state championships in the following sports: Golf, Boys/Girls Swimming, Wrestling, and Boys/Girls Lacrosse. To achieve this priority additional funding will be required.**
- 2. Continue to standardize and enforce rules across all LEA's to ensure that all coaches and athletes have a safe environment to participate.**
- 3. Provide resources to support the emotional and mental health of our student – athletes. Provide sport-specific trainings for D.C. coaches.**

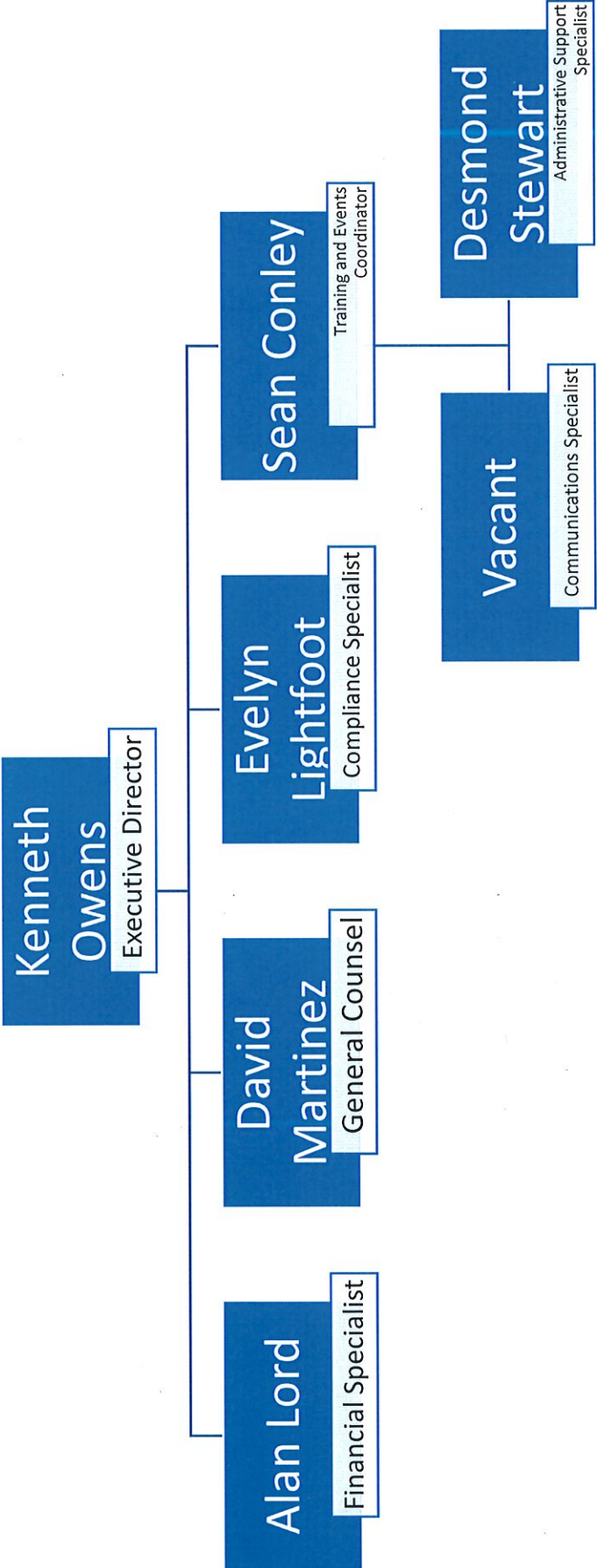
4. **Continue to support gender equity in athletics through education outreach and trainings.**

5. **Continue to maintain and/or increase the number of students participating in athletics in FY21-22. Prior to the pandemic DC saw a 43% increase in the number of students participating in high school sports. Due to the pandemic we do not have participation numbers for FY20-21 or FY21-22. High school sports were suspended in early March of 2020 and only recently have begun returning to pre-pandemic levels. In order to maintain our FY19-20 level of sports offering we would need to restore the funding levels that were associated with our FY19-20 budget.**



DCSAA

Organizational Chart





Schedule A

SCHEDULE A

DCMOD9	POSITION #	Page No. 1						
GD	OCFO: Edu/Run Date		2/7/2022					
	7-Feb-22	Run Time	8:20:24					
	22							
Posn Stat	Posn Nbr	Title	Name	Emplid	Hire Date	Grade	Step	Salary
A	82115	Director	Owens, Kenneth F	69275	7/16/2012	9	0	143951
A	97052	General Counsel	Martinez, David E.	83910	11/3/2014	1	0	127500
A	97572	Compliance Specialist	Lightfoot, Evelyn Elizabeth Du	18426	10/4/1993	13	5	100926
A	97781	Public Affairs Specialist				12	0	77649
A	99310	Training and Events Coordinat	Conley, Sean A	13416	4/23/2012	13	7	106660
A	99437	Financial Program Specialist	Lord, Alan C.	59661	5/20/2013	13	4	98059
A	104840	Administrative Support Special	Stewart, Desmond	120137	11/22/2021	11	4	68801





Budget Enhancements

Form 2: Operating Budget Enhancement Requests

FY 2023 Agency Budget Submission

Complete a separate Form 2 for each enhancement request in your submission.

SECTION I. OVERVIEW Required for ALL requests

ENHANCEMENT TITLE* **Additional Sport Offerings** ENHANCEMENT PRIORITY* **2** OUT OF **2**

AGENCY* **D.C. State Athletic Association** AGENCY CODE* **GLO**

AGENCY POINT OF CONTACT* **Alan Lord** POINT OF CONTACT EMAIL* **Alan.Lord@dc.gov**

- REQUEST TYPE***
 Mark the one request type that best describes this enhancement. No type is preferred over any other, but the questions in Section II: Rationale differ by type.
- A. Restore previous budget reduction/one-time funding
 - B. Increased cost to maintain existing program/activity
 - C. Operational improvement with strong business case
 - D. Expand high-performing existing program/activity
 - E. Completely new program/activity with highly likely or proven positive outcomes for District residents
- For these request types, complete Sections I-III only*
For these request types, complete Sections I through V

FUNDING REQUEST*
 Enter amount of Local Funds requested and indicate whether funds are one-time or recurring.

FY 2023 PERSONAL SERVICES (PS)	FY 2023 NON-PERSONAL SERVICES (NPS)	FY 2023 TOTAL REQUEST AMOUNT
\$0	\$50,000	\$50,000

- ONE-TIME PARTIALLY RECURRING RECURRING

FUTURE COSTS*
 If recurring, enter estimated costs over the life of the Financial Plan.

TOTAL FY 2024	TOTAL FY 2025	TOTAL FY 2026
\$50,000	\$50,000	\$50,000

ENHANCEMENT SUMMARY*
 In 1-3 sentences, tell us what this enhancement is.

The agency is increasing its offering of athletic championships, athletes opportunities to participate in athletics, in turn improve as providing them opportunities to generate pathways to high

ENHANCEMENT IMPACT*
 In 1-3 sentences, tell us what the expected positive impact is on District residents or government operations.

This enhancement would allow the agency to add several sports to its menu of championship offerings including: Boys Swimming, Girls Swimming, Boys Lacrosse, Girls Lacrosse, Wrestling, and Golf. Adding these sports will give additional students an opportunity to participate in athletic competitions, helping them to grow as individuals, teaching them how to work with others, and giving them opportunities to secure scholarships to institutions of higher education.

AGENCIES: Please use Form 2 to provide additional details about enhancement requests in your FY 2023 budget submission. This information is an important part of the decision-making process. Well thought-out and reasoned requests are much more likely to receive favorable consideration.

NEW IN FY 2023: RACIAL EQUITY BUDGET TOOL
 The Office of Racial Equity (ORE) has developed the Racial Equity Budget Tool (REBT) to guide agencies toward assessing how their budgets benefit and/or negatively impact communities based on race, specifically Black, Indigenous, and People of Color (BIPOC) communities. Please use Section III of this form to share your agency's work in considering racial equity in developing budget enhancement requests. Discussion of racial equity considerations may be shared in other sections of the form as well.

- REQUIRED SECTIONS**
- Sections I-III are required for ALL requests.
 - Sections I-V are required for Type D and Type E requests.

Please remember to submit the Form 2 Summary spreadsheet along with the separate Form 2s for each enhancement.

EDITING RESTRICTIONS: This form uses editing restrictions to ensure consistent displays of information. If needed, the restrictions can be disabled by going to the Review tab at the top of the window, clicking on Protect, then Restrict Editing, and clicking Stop Protection. If prompted for a password, click OK.

Does this enhancement specifically seek to mitigate racial equity gaps in the District?* YES NO
 Regardless of yes/no, please complete Section III to share more information about this enhancement's impact on racial equity.

SECTION I. OVERVIEW (continued)

Required for ALL requests

SPENDING & STAFFING PLAN*

List below, or in an attached spreadsheet, what the requested funds would purchase (e.g., personnel, equipment, contracts). For each proposed FTE, list the grade and position type or title. *Double-click the table to open the embedded Excel file.*

Item	Description	FTEs	PS	NPS	Total
Lacrosse (Boys & Girls)	Implementing of a new State Championship in Lacrosse	0.0	\$0	\$14,000	\$23,137
Swimming (Boys & Girls)	Implementing of a new State Championship in Swimming	0.0	\$0	\$17,000	\$17,000
Wrestling	Implementing of a new State Championship in Wrestling	0.0	\$0	\$18,500	\$18,500
	TOTAL	0.0	\$0	\$49,500	\$58,637

SECTION II. RATIONALE

Required for ALL requests

Responses below may include discussion of racial equity issues addressed by this enhancement request. Use Section III to expand on these ideas and share more about the racial equity work that has informed this request.

What problem for the District are you aiming to address?*

DCSAA is trying to give more student-athletes in the District of Columbia opportunities to participate in less traditional high school sports. While less traditional, these sports provide many of the same opportunities for district student-athletes, as the other more traditional sports, while also catering to a different subset of youth. While we would not necessarily consider this request addressing a problem per se, it is an opportunity to give district youth more opportunities

What are the reasons why this problem exists?*

N/A

How does this enhancement address this problem and its underlying causes?*

N/A

Will legislative support be required?*

If yes, please submit a proposed BSA subtitle using Attachment D.

YES NO

QUESTIONS SPECIFIC TO ENHANCEMENT TYPE*

Mark the appropriate enhancement type and use the space below the table to answer the questions for that enhancement type.

IF YOUR ENHANCEMENT TYPE IS...	THEN ANSWER THESE QUESTIONS...
<input type="checkbox"/> A. Restore previous budget reduction/one-time funding	Why is the restoration of this reduction critical for the District at this time? What negative impact will result if this reduction is not restored?
<input checked="" type="checkbox"/> B. Increased cost to <u>maintain</u> existing program/activity	Why are costs increasing to maintain existing levels of service? What are the main cost drivers and what options has the agency already implemented or considered implementing to lower these costs?
<input type="checkbox"/> C. Operational improvement with a strong business case	How will this enhancement help the District save money in this or future fiscal years? How much will it save?
<input type="checkbox"/> D. Expand high-performing existing program/activity	Why is this program or activity considered to be high performing? How do the outputs or outcomes compare to those of similar programs within or outside of District government?
<input type="checkbox"/> E. Completely new program or initiative with highly likely or proven positive outcomes for District residents	What will be the District's return on this investment, as measured by how many and/or which District residents are served, and/or relative social benefit?

Responses to Questions*

These new costs are associated with DCSAA implementing 5 new sports championships for district student-athletes. Due to these sports being newly implemented, there will be some startup costs, as well as some routine yearly cost associated with implementing and maintaining these new offerings. The main costs drivers associated with implementing these new championships will be paying for venues, officials, trainers, doctors, and athletic supplies unique to each sport. In the past

SECTION III. BUDGETING FOR RACIAL EQUITY

Required for ALL requests

year DCSAA has received several sponsorships that will help to alleviate some of the costs, but we are requesting the enhancement as local funds so that if/when our sponsorships end, we can maintain our offerings.

How does this budget enhancement align with the goal of advancing racial equity in the District?*

Enhancement does not specifically align with the goal of advancing racial equity in the District.

Please indicate the racial, ethnic, and/or economic inequities experienced by District residents that could be addressed via specific portions of this enhancement request.*

Please cite the data or data source(s) that support this determination.

N/A

Did your agency conduct a racial equity impact assessment of this proposed enhancement?*

YES NO

If yes, please describe below. If not, please explain why not.

This enhancement is to cover costs associated with adding additional sport offerings to district student-athletes. It is not directly tied to racial equity.

Did your agency utilize race and ethnicity data to inform this enhancement request?*

YES NO

If yes, please describe below. If not, please explain the origin of this enhancement.

This enhancement comes from DCSAA attempting to implement new athletic offerings that reach more student-athletes.

What additional disaggregated demographic data will your agency collect, track, design, implement, and/or evaluate to assess equity impacts in the community moving forward and inform future budget decisions?*

N/A

Is this enhancement in direct response to community engagement or requests?*

YES NO

If yes, please describe below. If not, please explain the origin of this enhancement.

N/A

STOP HERE for enhancement types **A, B, or C.**
CONTINUE to Section IV for enhancement types **D or E.**

SECTION IV. EVALUATION & PERFORMANCE

Required for Type D and E requests

Required for all enhancement requests to expand existing programs or activities or launch completely new programs or activities. Incomplete submissions will be returned.

What evidence supports the likelihood that this enhancement will achieve the desired outcome?*

Please describe outcomes from similar efforts that have been undertaken before in the District or in other cities. If possible, include formal evaluation studies and lessons learned from both successes and failures in any similar attempts. Provide links to cite your sources.

Click or tap here to enter text.

Is your enhancement identical to the model the evidence comes from?*

- YES.** The enhancement is identical to the model the evidence comes from and the population served is similar. Indicate below how you will ensure your agency implements the model fully.
- NO.** The enhancement differs from the model the evidence comes from, is just a part of that model, serves a different population, etc. Below, describe how it differs and why.

Click or tap here to enter text.

If the enhancement is granted, is your agency willing to evaluate whether the enhancement achieves the desired outcome?* This could involve piloting the enhancement. The Lab @ DC is able to provide guidance on how to do this

- YES
- NO

List any agency key performance indicators (KPIs) impacted by this enhancement.*

List KPIs from most significant to least. If you are proposing a new KPI, write "NEW" in the columns for FY 2020-FY 2022.

KEY PERFORMANCE INDICATOR (KPI)	WHICH DIRECTION IS DESIRED?	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 TARGET

EVALUATING ENHANCEMENTS

As part of the budget formulation process, OBPM will categorize the research evidence you cite based on whether:

- the study design was rigorous, and the study was well implemented;
- the findings are positive and statistically significant; and
- the evidence is based on a model and population similar to the proposed enhancement.

THE LAB@DC TEAM IS HERE TO HELP!

Have questions about the evidence? Email thelab@dc.gov (and CC your budget analyst). The Lab can pre-review evidence, brainstorm future evaluation ideas, offer suggestions on where to look for evidence, and help you think through the evidence you've found.

SECTION V. PROJECT PLAN

Required for Type D and E requests

Required for all enhancement requests to expand existing programs or activities or launch completely new programs or activities. Incomplete submissions will be returned.

Complete this draft project plan to show how the agency will deliver the intended results before the end of the fiscal year. This will also help OBPM determine when full funding will be required for implementation. Complete as best you can, knowing the plan might evolve.

PROJECT OWNER*

Who is the single person who will be most responsible for this initiative? If the project owner must be hired, specify who will own the project until that time.

NAME [Click or tap here to enter text.](#)
 TITLE [Click or tap here to enter text.](#)
 EMAIL [Click or tap here to enter text.](#)
 PHONE [Click or tap here to enter text.](#)

BUSINESS PARTNER COORDINATION*

What other agencies or stakeholders would be critical to this project’s success, and what communication have you had with them?

[Click or tap here to enter text.](#)

PROJECT TIMELINE*

Describe below anticipated implementation milestones by month to show how the agency will deliver the intended results.

PREPARATION FOR PROJECT LAUNCH (before start of fiscal year)	
JUNE 2022	
JULY	
AUG	
SEPT	
FISCAL YEAR STARTS, FUNDS DISBURSED	
OCT 2022	
NOV	
DEC	
JAN 2023	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	

Form 2 Summary: FY 2023 Enhancement Requests & Offsetting Reductions
 FY 2023 Agency Budget Submission

AGENCY INFORMATION

Agency Code	GLO
Agency Name	District of Columbia State Athletics Commission
Agency Point of Contact	Alan Lord
Agency POC Email	alan.lord@dc.gov
Agency POC Phone	202-545-7310

AGENCIES: Please complete this form to provide a summary view of all enhancement requests submitted by your agency, as well as offsetting reductions for any requests to expand existing high-performing programs or to launch completely new programs or initiatives. Remember to complete a separate Form 2 (Detail) for each enhancement request. Sort the table below by the agency's priority ranking of enhancements. Insert additional lines as necessary. For recurring enhancements and/or reductions, please note out-year costs. If in doubt, use a multiplier of 1.75%.

ENHANCEMENT REQUESTS

Enhancement Title	Enhancement Type <i>As indicated on Form 2</i>	Summary Description <i>In the first sentence, describe the enhancement. In the second, describe the likely impact.</i>	Total FY23 amount requested	PS FY23 amount requested	NPS FY23 amount requested	# of FTEs requested	FY24	FY25	FY26	Agency Priority
Operating Fixed Costs	B. Increased cost to main existing program/activity	The agency has been presented with a must fund fixed cost amount of \$23,137 as an operating cost for being located at the building we currently occupy. Cutting this fixed cost from our operating budget would force us to cut back on the number of championship athletic offerings available to district student athletes.	\$23,137		\$23,137	0.0	\$24,294	\$25,509	\$26,785	1 of 2
Additional Sport Offerings	B. Increased cost to main existing program/activity	The agency is increasing it offering of athletic championships. This will give more D.C. student-athletes opportunities to participate in athletics, in turn improving their overall development as well as providing them opportunities to generate pathways to higher education.	\$50,000		\$50,000		50,000.0	50,000	50,000	2 of 2
			\$0							
			\$0							
			\$73,137	\$0	\$73,137	0.0	\$74,294	\$75,509	\$76,785	