GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator

Office of Racial Equity

MEMORANDUM

TO: **Kevin Donahue**
City Administrator

THRU: **Helder Gil**
Chief of Staff
Office of the City Administrator

FROM: **Chikarlo Leak, DrPH**
Director
Office of Racial Equity

DATE: February 15, 2022

SUBJECT: Request for Travel Approval for Chikarlo Leak, Director of Policy and Operations

I am formally requesting training and travel authorization for Amber Hewitt, Director of the Office of Racial Equity, for the following Non-District conference and workshop.

Government Alliance for Racial Equity (GARE) Annual Membership
777 NE Martin Luther King, Jr. Blvd
Portland, OR 97232
Date: 07/19/2016 – 07/21/2016

Chikarlo Leak: Total Estimated Cost: **$1,815.58**

The Government Alliance for Race and Equity (GARE) Annual Membership Meeting gathers racial equity practitioners who work in local, state, and regional government to uplift best practices, celebrate victories, and share lessons learned from their work advancing racial equity in their jurisdictions. Attending this meeting will allow Dr. Leak to acquire knowledge about research breakthroughs, learn how to adopt best practices, and engage with federal and local partners. Successful completion of the workshops and seminars will enhance Dr. Leak's knowledge of new and innovative approaches in local public health and provide a greater understanding of the data needs of potential partners within the District. All costs are to be covered by office funds.

Your consideration to approve the attached travel request is greatly appreciated.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator

Office of Racial Equity

MEMORANDUM

TO: **Kevin Donahue**
City Administrator

THRU: **Helder Gil**
Chief of Staff
Office of the City Administrator

FROM: **Amber A Hewitt, PhD**
Director
Office of Racial Equity

DATE: February 15, 2022

SUBJECT: Request for Travel Approval for Amber Hewitt, Director

I am formally requesting training and travel authorization for Amber Hewitt, Director of the Office of Racial Equity, for the following Non-District conference and workshop.

Government Alliance for Racial Equity (GARE) Annual Membership
777 NE Martin Luther King, Jr. Blvd
Portland, OR 97232
Date: 07/19/2016 – 07/21/2016

Amber Hewitt: Total Estimated Cost: **$1,815.58**

The Government Alliance for Race and Equity (GARE) Annual Membership Meeting gathers racial equity practitioners who work in local, state, and regional government to uplift best practices, celebrate victories, and share lessons learned from their work advancing racial equity in their jurisdictions. Attending this meeting will allow Dr. Hewitt to acquire knowledge about research breakthroughs, learn how to adopt best practices, and engage with federal and local partners. Successful completion of the workshops and seminars will enhance Dr. Hewitt's knowledge of new and innovative approaches in local public health and provide a greater understanding of the data needs of potential partners within the District. All costs are to be covered by office funds.

Your consideration to approve the attached travel request is greatly appreciated.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator

Request to Travel Memo

TO: Linda Harllee Harper, OGVP Director

FROM: MeghanMarie Fowler-Finn, OGVP Chief Administrative Officer

DATE: 8/8/22

SUBJECT: Permission to travel to Pittsburgh, PA for Data Science for Social Good: DataFest 2022

I, MeghanMarie Fowler-Finn, request permission to travel to Pittsburgh, PA from August 17, 2022 to August 18, 2022 for a free conference on Data Science for Social Good called DataFest2022. https://www.eventbrite.com/e/data-science-for-social-good-2022-data-fest-tickets-376421485797. The description of the conference is as follows: "Through talks and interactive demonstrations, see how we are creating innovative, data-driven approaches to reduce homelessness in Pittsburgh; improve mental health outcomes in Kansas; address housing deterioration in Baltimore; improve health outcomes in Pakistan; reduce criminal justice recidivism in Kansas City, Missouri; and get people faster help on the National Suicide Prevention Lifeline." This will help the Office of Gun Violence Prevention learn about other methods and tools to reduce gun violence.

The conference itself is free and lodging is not being requested. Total estimated costs are around $550 for airfare and meals.

MeghanMarie Fowler-Finn

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CITY ADMINISTRATOR
REQUEST FOR TRAVEL AND TRAINING AUTHORIZATION
SUPPLEMENT

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This form must be submitted with the Request for Travel and Training Authorization form (Form TR-1)

Training Information

Name of Training	**Trauma-Informed Design Essentials**
Name of Training Provider	**Human-Centered Design Network**
Description of Training	*What is the content of the training, how is the training related to your duties and responsibilities at OCA, and how will the training help improve your service to the District?* The Trauma-Informed Design Essentials will cover practical ways to incorporate trauma-informed approaches into service design work. According to the website, participants "will explore how concepts from fields like social work can be integrated into the research and design process to centre the safety and empowerment of the individuals and communities we serve." As a co-captain of the ONSE Expansion project, I will be helping with a service directory and data collection system for programs (VI and Pathways) that engage residents at risk for violence who may have experienced a wide variety of traumas. Although I have a Data Scientist title, this project will likely involve more civic design work at the outset that will then inform the data science component later on. I am also personally and professionally interested in exploring this aspect of The Lab's work. Becoming familiar with it will help improve my engagement with staff by working toward a data-driven and trauma-informed approach to program design and evaluation in tandem.

Additional Explanations

Explanation of special circumstances requiring early or extended travel.
There is no travel. This is an online training with one live session and extensive asynchronous work.

Explanation of special needs and necessary accommodations.
N/A

Other necessary explanations (e.g., why the specific lodging accommodations were requested).
N/A

Office of Mayor Muriel Bowser
John A. Wilson Building | 1350 Pennsylvania Ave, NW, Suite 300 | Washington, DC 20004

TO: Lindsey Parker, Assistant City Administrator

FROM: Monica Swintz, Internal Services Chief of Staff

DATE: June 6, 2022

SUBJECT: Travel and Training Request

Purpose – To request travel and training for the Association of Chiefs of Staffs, Chief of Staff Executive Certification Program. The Program takes place September 4-8th with a fee of $6795.00. If approved, I would like to teach the coursework to other District Government colleagues. Obtaining this certification would benefit our team by giving me time to hone my skills in effectiveness and learn new tools in prioritization and presentation. In addition, I believe what I learn would be transferable to other agency partners including our teams in the IS cluster and outside. I want to become the best in my position and bring knowledge along to others, taking all of us to a higher level of leadership and competency. Area's I'm excited to focus on include:

- Prioritization and understanding/navigating chain of command
- Continue to grow in the area of managing up
- Engagement strategies and coalition building inside and outside of our network
- Individually gaining more confidence

Coursework includes -
The program is led by Rupert Younger, Director of Oxford University's Centre for Corporate Reputation, and the Academic Director of the Corporate Affairs Academy.

The class represents a breadth of diversity, a multiplicity of perspectives and expertise, along with a willingness to exchange ideas and concepts.

This strategic certification program provides structured insight, expert guidance, best practice, and networking, operating under the auspices of the Chief of Staff Association.

Academic Curriculum
Pre-Oxford Preparation

- Preparation and pre-readings
- Facilitated pre-discussion groups
- Questionnaire and cohort insights research
- Curate and shared biographical information

Day 1 – Governance

- Build ethical frames, and governance anchors
- Analysis of 'air traffic control' function and best practices
- Debate and discussion on key organizational expectations

- Navigating reporting lines – soft and hard
- Conflict management and resolution strategies
- Project team structures, the role of COS in deep-dive projects

Day 2 – Insights

- Key concepts of reputation, perceptions, and influence
- The CEO Report and 'the power of doubt'
- Information sources – how to trust, prioritize and decode
- Stakeholder insights, context, and trade-offs
- 'Buying Time' – diplomacy and creation of decision space
- Emerging opportunities and threats

Day 3 – Engagement

- Understanding networks and the benefits of 'brokerage'
- Engagement strategies to build 'coalitions of the willing'
- Personal resilience, managing multiple demands
- Information flow structures, how to best brief the 'principal'

Day 4 – Scenarios

- Scenario planning and strategic innovation
- Adrenaline shots on key themes
- Complexity and prioritization, management of fast-moving uncertainty
- Future forecasting techniques and methods

Post Oxford

- Continued engagement and influence within the CSA
- Ongoing contact and sharing of expertise and insights
- Oxford Business Alumni Network

Cost Table -

Tuition/Program Cost	$6795
Room and Board	Included in Program Cost
Meals	Included in Program Cost
Travel/Flight	$949 Flight
Total:	**$7,744**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CITY ADMINISTRATOR
REQUEST FOR TRAVEL AND TRAINING AUTHORIZATION SUPPLEMENT

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This form must be submitted with the Request for Travel and Training Authorization form (Form TR-1)

Training Information

Name of Training	Service Design in Government 2022
Name of Training Provider	Software Acumen Limited
Description of Training	*What is the content of the training, how is the training related to your duties and responsibilities at OCA, and how will the training help improve your service to the District?* The conference convenes a global community of civic designers and others working to design and implement services in the public sector. As a civic designer working within OCA/DC Gov, this will allow me to connect with and learn from other practitioners of civic design from all over the world, which will expand my awareness and experiences with different methods and skillsets in resident-centered design. In turn, I can share these learnings with The Lab's civic design team to enhance our expertise and best practices as a team, so that we can better service residents. It will also give The Lab an opportunity to share the work we are doing with members of an international community, which can help accelerate our successes and form potential partnerships.

Additional Explanations

Explanation of special circumstances requiring early or extended travel.

I will arrive in Edinburgh on 9/17 for personal travel (using PTO and paying for my own costs). I will then attend the conference from 9/28-9/30, and return on 10/1. See additional detail below.

Explanation of special needs and necessary accommodations.

Other necessary explanations (e.g., why the specific lodging accommodations were requested).

I chose the lodging accommodation listed for practical reasons; it is a close walking distance to the conference center. The conference begins on a Wednesday (9/28) and ends on a Friday (9/30), however given constraints due to flight options and timing, I would need to arrive in the city by Tuesday (9/27), and leave the city no earlier than Saturday (10/1) in order to attend the entire conference. The hotel estimate reflects this. My outgoing flight differs because I am arriving several days early for personal travel. I will pay for my own costs prior to Tuesday, 9/27.

A checklist of the documentation that must or may be submitted along with this form, as well as an explanation of when a Travel Exemption Request form (Form TR-2) is required, is provided on the reverse side of this supplement.

Please check the boxes next to the documentation(s) you have included.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CITY ADMINISTRATOR
REQUEST FOR TRAVEL AND TRAINING AUTHORIZATION
SUPPLEMENT

A. Hecht

This form must be submitted with the Request for Travel and Training Authorization form (Form TR-1)	
Training Information	
Name of Training	**Introduction to Equity-Centered Community (ECCD) Design Webinar**
Name of Training Provider	**Creative Reaction Lab**
Description of Training	This training provides an introduction to the Equity-Centered Community Design Framework, which supports the development of equity-centered approaches to dismantle oppressive systems. The Equity-Centered Community Design Framework "is a unique creative problem solving process based on equity, humility-building, integrating history and healing practices, addressing power dynamics, and co-creating with the community." Though I hold the title of Social Scientist, much of our work at the Lab blends civic design and social science. To better contribute to this work, I would like to develop my skills in civic design. Equity is at the center of the Lab's work to improve the lives of residents. This webinar will equip me with skills to conduct civic design work that meaningfully engages community and promotes equity.
Additional Explanations	
Explanation of special circumstances requiring early or extended travel. There is no travel. This is an online asynchronous training.	
Explanation of special needs and necessary accommodations. NA	
Other necessary explanations (e.g., why the specific lodging accommodations were requested). NA	