

COMMITTEE ON HOUSING

ROBERT C. WHITE, JR., CHAIR
COUNCIL OF THE DISTRICT OF COLUMBIA

January 17, 2023

Lamont Carey
Director
Office on Returning Citizen Affairs
2100 Martin Luther King, Jr. Avenue, SE
Suite 100
Washington, DC 20020

Dear Director Carey:

The Committee on Housing has scheduled a Performance Oversight Hearing on the Office on Returning Citizen Affairs (“the Office”) for Tuesday, January 31st, 2023, at 12:00 PM. The Performance Oversight Hearing will be held virtually. Log-in instructions will be provided to participants in advance of the hearing. Members of the public may sign up to testify by completing the Committee’s sign-up form at <https://forms.gle/UrkJAKXjGWaPaQuD8>. The hearing will be viewable live via YouTube at <https://www.youtube.com/channel/UCPJZbHhKFbnyGeQclJxQk0g/live> and will be broadcast on Channel 13 live or at a later date.

To ensure a productive oversight hearing, it is the Committee’s preference that you join the Zoom conference in time to listen to any public testimony provided with respect to the Office prior to providing your own testimony. In addition, the Committee requests that you submit your written testimony to the Committee at least 48 hours prior to the commencement of the hearing. Please limit your testimony at the hearing to approximately 10 minutes.

Finally, it is the practice of the Committee to send each agency a series of written questions in advance of an oversight hearing. To that end, please review the attached list of questions and return your answers by the start of business, Monday, January 30th, 2023, to housing@dccouncil.gov. Please provide an electronic version of your answers with text responses in a single document, with clearly marked attachments where necessary. If the documents are too large to send by e-mail, please contact the Committee for further instructions. Please do not submit sensitive, non-public, or personally identifiable information.

If you have any questions, please feel free to contact the Committee on Housing at housing@dccouncil.gov. Thank you in advance for your timely response.

Sincerely,

Robert C. White, Jr.
Councilmember, At-Large
Chair, Committee on Housing
Council of the District of Columbia

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

Answer: Mayor's Office on Returning Citizen Affairs (MORCA) serves as the District of Columbia's coordinating and advisory agency for reentry. MORCA seeks to remove barriers to reentry and empowers residents to break the cycle of recidivism. Through case management, workforce development and its peer navigation division, MORCA ensures that previously incarcerated people are connected to essential programs and services in areas such as employment, health, education, housing assistance, and social services.

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

Answer:

- A. Helping Children Impacted by Parental Incarceration Amendment Act of 2020
- B. Access to Jobs Amendment Act of 2020

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 22 and FY 23, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

Answer:

- A. There is a statutory requirement that MORCA is to facilitate the coordination of outside entities creating a comprehensive needs assessment for children of incarcerated parents. The awarded partner will collect, synthesize, and evaluate relevant data related to incarcerated parents and children of incarcerated parents which shall culminate in a comprehensive needs assessment and shall be provided to the D.C. Council by MORCA. This assessment is required by section 3(b)(2) of the Office on Ex-Offender Affairs and the Commission on Re-Entry and Ex-Offender Affairs Establishment Act of 2006, effective March 8, 2007, as amended April 27, 2021 (D.C. Law 16-243; D.C. Official Code § 24-1302(b)(2)) MORCA doesn't have the subject matter expertise (specifically, a researcher(s)) to guide a partner in completing a viable document.

4. Please list and describe any regulations promulgated by the agency in FY 22 or FY 23, to date, and the status of each.

MORCA did not promulgate any regulations in FY22 or 23.

5. Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 22 and FY 23, to date.

- A. MORCA has not been able to implement the Helping Children Impacted by Parental Incarceration Amendment Act of 2020 due to staff transitions, the Covid-19 pandemic,

and a lack of staff infrastructure. MORCA is in the final formulation phase of the MOU with the University of the District of Columbia (UDC) for the Children of Incarcerated Parents needs assessment. Currently, we are working with UDC to decrease the indirect cost of the grant. This is in hopes that general counsel could finalize the MOU and begin the negotiation phase with UDC's lawyers. Afterwards, MORCA leadership team will meet with Professor Angela Flowers to establish a timeline for the agreed upon deliverables. MORCA will oversee the development of the strategic plan and assessment formulation for the legislation. MORCA feels confident that this legislative mandate will be implemented in the coming weeks after the MOU is finalized and out of the negotiation phase.

- B. MORCA has also faced challenges with the implementation of the Access to Jobs Amendment Act of 2020 due to a lack of expertise and grant management skill. MORCA has been intentional about hiring individuals that have grant management experience. In June of FY22, MORCA onboarded a Workforce Development Specialist with grant management experience. Although this project has been delayed, MORCA had to weigh the consequences of releasing the grant prematurely and its potential negative effects.

6. *What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 23.*

Answer:

- A. Implementing locally mandated legislation. There are two areas in this priority: Access to Jobs Amendment Act of 2020 and the MORCA/UDC MOU for the Helping Children Impacted by Parental Incarceration Amendment Act of 2020 needs assessment. The Access-to-Jobs program will provide grants to five industry leaders who place returning citizens in employment opportunities. MORCA is to also facilitated the coordination of an accredited university creating a comprehensive needs assessment for children of incarcerated parents. To achieve these goals, the agency will work with sister agency, SERVE DC, to ensure all the necessary components to launch a grant program are covered in the NOFO/ RFA.
- B. The implementation of the Returning Citizens Peer Navigator Program. This program is to ensure follow-up and support to returning citizens to ensure successful reintegration. The Returning Citizen Peer Navigators program has been fully staffed and Peer Navigators are now engaging MORCA clients to ensure they are connecting with referral agencies, troubleshooting challenges, and removing barriers.
- C. Maintaining communication with the FBOP and halfway houses so that pertinent offender reentry information may be obtained. MORCA has routine communication and shares our updated information with staff at the FBOP, Fairview Women's Halfway House, and Volunteers of America (halfway house in Baltimore). MORCA has also been actively reviewing data we are given by the FBOP Community Reentry Coordinator.
- D. Developing virtual engagement campaigns and events that will allow MORCA to reach returning citizens through social media and other virtual platforms. MORCA has already begun conducting virtual events to engage returning citizens and will begin implementing campaigns to bring awareness of new opportunities and events provided by MORCA and partners.

- E. Evaluate and ensuring the agency's performance metrics are met. MORCA leadership will share performance goals with staff and develop and implement strategies to collect and review data, thus ensuring we are aligned with our goals.

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

Answer: MORCA has a performance plan that is tracked through the QuickBase data system. MORCA monitors key performance indicators (KPIs) and strategic initiative set by the Executive Director. The agency's goals and projects are assessed on a quarterly basis. As part of our KPI's, we track case management, advocacy opportunities, referrals, strategic partnerships, assessments, employment and employer relations, community collaboration, and social and behavioral health services. In FY22, MORCA begin to capture the frequency of touch points to better monitor impact. In addition, MORCA tracks its ARPA Peer Navigator initiative/program metrics and spending in the DC Recovery portal as part of the federal requirements.

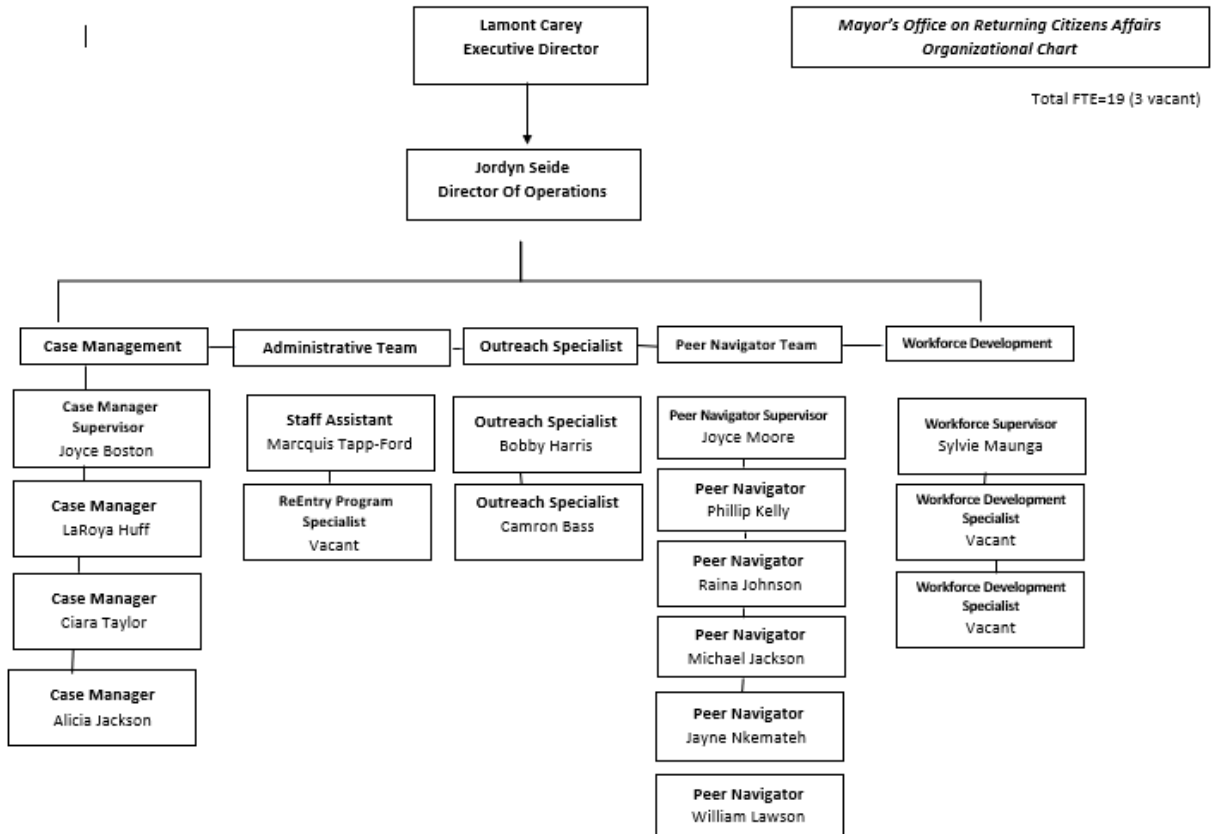
8. *Please describe any new initiatives or programs that the agency implemented in FY 22 and FY 23, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.*

- A. MORCA enrolled 20 clients into the third cohort of the MORCA/Georgetown Paralegal Program. Graduates interviewed to participate in a one-year fellowship with elite law firms and agencies in Washington, DC. The primary goal is full-time employment with participating companies. Of the 20 enrolled, 16 graduated and are in the interview process. MORCA use local funding designated for the paralegal program.
- B. Twenty-seven returning citizens graduated from the WeAspire entrepreneurship program.
- B. MORCA Collaborated with Byte Back, Marshall Heights Community Development Corporation, Samaritan Ministries, and Skyland Business Development for the "Jobs 1st." program. Three cohorts of 20 have participated in this two-week program where individuals earned \$16.10 an hour as they enhanced their professional development skills, soft skills, and basic computer skills. The Department of Employment Services paid for DC residents that qualify for the job readiness program.
- C. Powering Up initiative: In partnership with DC Public Library (DCPL) and the Office of the Chief Technology Officer (OCTO), MORCA has begun to provide 2,000 Chromebooks to returning citizens with the goal of increasing digital access and decreasing digital illiteracy.
- D. Promise Ride: Provide 5 free cabs rides a week to reentry relates activities in the District for Returning Citizen facing transportation barriers.
- E. High Risk Engagement: MORCA has partnered with local violence interrupter and community partners to served individual with fatal conflict in neighboring by connecting them to needed services. MORCA has developed a plan to serve those clients in a safe agree upon location.
- F. MORCA participated in over 60 community outreach events with 202 for Peace, the Metropolitan Police Department's (MPD) Beat the Streets, Resource the Block with

Councilmember Trayon White, Court Services and Offender Supervision Agency (CSOSA), two federal prisons, and many other community partners.

- G. We launched “Give the Gift of Reading” initiative to provide children’s books to returning citizens. This was implemented with the goals of reducing illiteracy in Washington, DC and using books as a bonding tool between returning citizens and the young people in their lives.

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



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

Answer:

- A. On 2/7/2022 MORCA onboarded Jordyn Seide, Director of Operations.
- B. On 2/14/2022 MORCA onboarded Marquis Tapp-Ford, Staff Assistant.
- C. On 3/12/2022 Christopher McNeal, Workforce Development Specialist, transitioned to another DC government agency.
- D. On 3/6/2022 Damion McDuffie, Workforce Development Program Manager, transitioned to another DC government agency
- E. On 6/6/2022 MORCA onboarded Sylvie Maunga, a Workforce Development Specialist professional who was later promoted to Workforce Development Manager on 1/15/23 after overseeing and bringing the agency current on various grant management tasks.
- F. On 9/6/2022 MORCA hired our Project Empowerment intern as a Peer Navigator after six months of demonstrating a virtuous work ethic and excellent front desk operational skills.
- G. Lyndriell Smith 1/27/2023, separated from District Government, leaving a Workforce Development Specialist vacancy

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

Answer:

Please see attachment A

12. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Answer:

On May 19,2022, Camron Bass was detailed to the Office for of the Deputy Mayor for Public Safety and Justice (DMPSJ) to participate in violence reduction through community engagement. Mr. Bass alongside other District Government staff was responsible for:

- Evaluating neighborhood conditions to identify those triggers that are contributing to violence.
- Create corrective action plans that will match the scale and scope of violence a particular community face.
- Assist in streamlining agency responses to identify issues leading to violence.
- Follow-up on corrective actions to ensure identified issues and actions are fully addressed and completed.

Due to the increase in violence and the effectiveness of the community resource events, the detail was extended.

13. Please provide:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 22 and FY 23, to date;

Answer:

- Lamont Carey
- Jordyn Seide
- Joyce Boston
- LaRoya Huff
- Ciara Taylor
- Alicia Jackson
- Joyce Moore
- Jayne Nkemateh
- Michael Jackson
- Phillip Kelley
- William Lawson
- Raina Johnson
- Marquis Tapp-Ford
- Bobby Harris
- Camron Bass
- Sylvie Maunga
- Lyndriell Smith
- Damion McDuffie
- Christopher McNeal
- Derrick Colbert
- Antonio White
- Astin Carpenter
- Christopher Mcadoo
- Frank Peterson

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 22 and FY 23, to date;

Answer: No vehicles are owned or leased by MORCA.

c. A list of travel expenses, arranged by employee for FY 22 and FY 23, to date, including justification for travel;

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

d. A list of total workers' compensation payments paid in FY 22 and FY 23, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Answer:

None of MORCA's staff have received workers' compensation payments in FY 22 or FY23.

14. For FY 22 and FY 23, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

Answer: Please see attachment B.

15. Please separately list each employee whose salary was \$100,000 or more in FY 22 and FY 23, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Lamont Carey (00091375): Executive Director
Salary:113,712.00 Fringe:22,060 Overtime:0 Bonus 0

- Serve as principal advisor to the Mayor on matters related to the reintegration of Returning Citizens into the general population.
- Lead and manage the Office on Returning Citizen Affairs.
- Serve as a chief advocate for returning citizens.
- Coordinate efforts of District government agencies targeted toward returning citizens and inform other jurisdictions on best practices.
- Identify areas for service improvement and policy development and implementation for presentation to the Mayor by creating programming funding research, hosting symposium, and undertaking other projects'.
- Apply for, receive, and expand any gift or grant to further the purposes of the Office.
- File an annual report on the operations of the Office with the Mayor and the Council.

16. Please list in descending order the top 25 overtime earners in your agency in FY 22 and FY 23, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.

FY 22: No overtime earners in FY22

FY23

Agency Code	Fiscal Year	Fund	Program Number	Cost Center	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay
RC0	23	1010001	800184	80256	Bass, Camron	00075344	Outreach & Service Specialist	69,479.73	15,702.42	2,921.20
RC0	23	1010001	800184	80256	Smith, Lyndriell	00091377	Case Manager	76,880.34	17,374.96	850.12
RC0	23	4015918	800184	80256	Kelley, Phillip	00105525	Community Outreach Specialist	67,383.00	15,228.56	627.74
RC0	23	4015918	800184	80256	Moore, Joyce	00105621	Supvy Outreach & Svcs Spec	85,791.36	19,388.85	494.95
RC0	23	1010001	800184	80256	Taylor, Ciara	00094128	Case Manager	75,744.18	17,118.18	418.78
RC0	23	4015918	800184	80256	Nkemateh, Jayne A.	00105528	Community Outreach Specialist	67,383.00	15,228.56	376.64
RC0	23	1010001	800184	80256	Jackson, Alicia D.	00099775	Community Outreach Specialist	76,880.34	17,374.96	295.69
RC0	23	4015918	800184	80256	Johnson, Raina	00105526	Community Outreach Specialist	65,285.00	14,754.41	251.10
AGENCY GRAND TOTAL								\$584,827	\$132,171	\$6,236

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

17. For FY 22 and FY 23, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

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

MORCA staff are not involved in any collective bargaining agreements.

19. For FY 22 and FY 23, to date, please list all intra-District transfers to or from the agency.

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

20. For FY 22 and FY 23, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

Answer: MORCA does not have any special purpose revenue funds.

a. The revenue source name and code;

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

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

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

22. *Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 22 and FY 23, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.*

Answer:

- FY22, Interdistrict MOU with DHS for the SNAP E&T Grant: start date: 10/1/21 termination date: 9/30/22. (MOU 1)
- DOES and MORCA for the MORCA/Georgetown paralegal program: start date: 4/11/22 termination date:9/30/22. (MOU 2)
- FY23, Interdistrict MOU with DHS for the SNAP E&T Grant: start date: 10/1/22 termination date: 9/30/23 (MOU 3)
- Department of Employment Services and Georgetown University for the MORCA/Georgetown paralegal program: Start date: 10/1/22 termination date: 9/30/23 (MOU 4)
- UDC Children Impacted by Parental Incarceration:(finalizing the MOU)

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

Answer: MORCA does not have any capital projects.

24. Please provide a table showing your agency's Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 22 and FY 23, to date. Please detail any over- or under-spending and any federal funds that lapsed.

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 23 or FY 24. For each, include a description of the need and the amount of funding requested.

Answer:

- **Case Manager, 92,162.54 (Salary/Fringe)**
 - The need for additional case managers is crucial to the success and ongoing support to the returning citizen population in the District. The problem that an added case managers will solve for MORCA is reducing the client wait time and the number of clients that each case manager support. This will allow case managers to engage more efficiently during the initial engagement and not feel the need to rush to take another client. The overall goal is for case managers to have adequate time to monitor and evaluate person served. The current three case managers and coordinator are stretched thin in their efforts to meet the needs of clients. In the past year, there has been an increase of staff call outs due to feeling the effects of burnout. The case management process includes registration/intake, needs assessment, and service planning which take an average of 35 to 45 minutes per person with an office that has a walk-in policy. On any given day, a case manager could meet with 9 to 20 more new clients in addition to returning clients who are in need of more assistance. The expected positive impact it will have is allowing case managers and clients to build the proper rapport and focus fully on each individual, give case managers some relief and not become overwhelmed to meeting a high demand, and also allow the function of short-term case management and small caseloads for each case manager that can be tracked to show the full reentry process from registration to termination of services with the goal of eliminating recidivism.
- **Data Analyst, 92,162.54 (Salary/Fringe)**
 - The goal is to hire a Data Analyst that supports MORCA in understanding it's demographics by using evidence-based practices when making informed decisions. Currently, MORCA has departments collecting data, but not the personnel with the expertise to build an effective system. In addition, this new system will measure client success, mainstream the intake process, and allow MORCA to have a specific, skill focused employee that can keeps up with industry specific trends.
- **Paralegal Fellowship Initiative Pilot Program 198,217.99(Salary/Fringe)**
 - MORCA is asking for 198,217.99 from the Paralegal fellowship initiative Pilot Program that was used to meet the MARC, be restored so the agency could implement and facilitate the MORCA/Georgetown Paralegal fellowship Program. This initiative would afford MORCA the opportunity to create more workforce/vocational

opportunities for the returning citizen population by providing individuals with the opportunity to study at a prestigious university while studying to obtain a paralegal certificate.

- **Public Information Officer**

- The goal is to increase MORCA's budget to hire a Public Information Officer (PIO). Currently the agency has had to split the responsibility across different departments. In doing so, this has begun to overwhelm staff, causing them to neglect other crucial work responsibilities. The shared PIO responsibility results in a lack of consistency due to multiple individuals' interpretation of information and style. Operating in this manner, does not allow for us to build the necessary skills it would take for one to perform the task efficiently and adequately as a Public Information Officer. By hiring a PIO this will ensure that MORCA has an elaborate communication strategy while developing different methods to increase the agency's social media platform. Develop talking points as the agency increasingly received request to speak at universities, panels, and community outreach events. This will allow the agency to ensure that a consistent message is being shared with the public that is aligned with the mayor's mission as well as the agency Director. On average MORCA participate in three outreach engagement events a week and several speaking engagement monthly. MORCA is amongst a few agencies in District without a PIO.

26. Please list, in chronological order, each reprogramming that impacted the agency in FY 22 and FY 23, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

27. Please list each grant or sub-grant received by the agency in FY 22 and FY 23, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

Answer: We will provide the data after the release of the ACFR on February 1, 2023.

28. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

Answer: MORCA has no FTE's depending on grant funding.

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 22 and FY 23, to date. For each contract, please provide the following information where applicable:

Answer:

- a. ***The name of the contracting party;*** Star Office Product, Inc
- b. ***The nature of the contract, including the end product or service;*** 2 Industrial and 4 desk printers
- c. ***The dollar amount of the contract, including amount budgeted and amount actually spent;*** The amount budget was \$50,000. \$32,473.20 is the contract amount for the costs of the printer and maintenance Contract, Onsite Service Calls, \$192.65. CLIN#1 includes 4,500 color pages and 9,000 b/w pages each quarter with overages billed at \$0.052 color and \$.0059 b/w
- d. ***The term of the contract;*** Beginning 9/30/22, MORCA has an annual reoccurring contract with the option to terminate at-will.
- e. ***Whether the contract was competitively bid;*** Yes.
- f. ***The name of the agency's contract monitors and the results of any monitoring activity;*** Tamika Freeman, Contract Specialist.
- g. ***The funding source.*** Local funding.

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

Answer: The total adjusted approved anticipated expend budget is \$127,122.84. The adjusted approved SBE goal is \$63,561.42. Total SBE spent is \$225,464.35. Percentage towards SBE goal 354.72.

31. *Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.*

Answer: MORCA does not have any lawsuits pending.

32. *Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 22 or FY 23, to date, and provide the parties' names, the amount of the settlement or judgment, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).*

Answer: MORCA does not have any pending litigation. MORCA has not had any judgments against the agency. Nor has MORCA had the need to make any settlements

33. Please list the administrative complaints or grievances that the agency received in FY 22 and FY 23, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 22 or FY 23, to date.

Answer: MORCA had no administrative complaints or grievances filed against it in FY 22 and FY 23, to date.

34. Please list and describe any spending pressures the agency experienced in FY 22 and any anticipated spending pressures for the remainder of FY 23. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 22, describe how it was resolved, and if the spending pressure is in FY 23, describe any proposed solutions.

Answer: MORCA had no spending pressures in FY22 or FY23 to date.

35. Please provide the number of FOIA requests for FY 22, and FY 23, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Answer: MORCA has not had any FOIA request for FY22 and FY23 to date.

36. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 22 and FY 23, to date.

Answer: MORCA and its employees are not involved in any investigations, audits or reports in FY22 and FY23 to date.

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 22 and FY 23, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

Answer: MORCA has not funded any research, studies, report, or analysis in FY22 and FY23 to date.

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

Answer:

- Thriving Families Safer Children Steering Committee

- CJCC -Reentry Committee
- DC Healthcare Finance Committee on mental continuity for returning citizens.
- Public Safety and Justice Equity Committee
- COREDC Electronic Monitoring Community Relations Board
- Information Technology Occupational Advisory Board
- Jobs Not Guns Youth Workshop Planning Committee Meeting

AGENCY-SPECIFIC QUESTIONS

39. ***Please provide the most recent annual report on the operations of the Office prepared pursuant to D.C. Code § 24-1302(b)(2)(H). Please also provide the anticipated date of completion for the next annual report.***

Answer:

Please see attachment C. The anticipated date of completion for the next annual report is 1/15/2024.

40. ***What is the estimated population of returning citizens in the District of Columbia and from where are you getting this number? Please provide a breakdown by gender.***

Answer: According to research, and organizations who are working closely with justice involved individuals, it has been impossible to capture an accurate number. Based on a 2015 article from the Washington Post it is estimated that 65,500 returning citizens reside in the District of Columbia. The Criminal Justice Coordinating Council estimates 2,000 to 2,500 returning citizens rejoin the District each year.

41. ***How many returning citizens returned from incarceration in FY 22 and FY 23, to date? Please provide a breakdown by gender.***

Answer: We do not have an accurate count of the returning citizens as it pertains to the District overall. However, CSOSA has provided us a chart (below) of persons supervised by CSOSA one or more days following a term of imprisonment in FY22.

Supervision type	Gender	Number
Parole	Female	15
	Male	828
	Subtotal	843
Supervised Released	Female	101
	Male	2,106
	subtotal	2,207
TOTAL		3,050

The annual DOC reports state that 4,249 were release FY22 and 1276 FY23.

42. ***How many returning citizens total did the Office serve in FY 22 and FY 23, to date? Please provide a breakdown by gender.***

Answer:

- The office served 2,204 men and women in FY22.
 - 1,088 were new clients (first-time intakes).
 - 1,116 were clients who returned for support after their initial visit.
 - Seventy-seven of the returning clients had a new intake done due to not having case management services in the past when they first engaged with the office.
 - 966 were male, 120 were female, 2 identified as transgender (first-time intakes only).
- 1235 clients were served in the first quarter of FY23 (October-December 2022)
 - 473 were new clients (first-time intakes).
 - 762 were identified as returning clients.
 - 395 were male, 77 were women, one identified as transgender (first time intakes only).

43. ***How many returning citizens have received comprehensive needs assessments and case plans from the Office in FY 22 and FY 23, to date?***

Answer: 1,088 assessments and service plans completed in FY22.

473 assessments and service plans completed (from October through December 2022) in FY23.

44. ***How many referrals of returning citizens to outside programs or agencies were made by the Office in FY 22 and FY 23, to date? Please provide a breakdown of the number of referrals by program or agency.***

Answer:

- In FY22, between October 2021 and September 2022, case management provided 3,246 referrals and resources to clients.
- In the first quarter of FY23, 1,368 referral or resources were provided to clients.
- Needs varied from training programs, employment, housing resources, social security benefits, job readiness, education, human services benefits, transportation, substance abuse treatment, food, clothing, life skills, legal services, and other resources. Community providers varied amongst agencies and programs.

<i>FY22</i>	<i>In office</i>	<i>Employment/Edu/Voc</i>	<i>Behavioral Health</i>	<i>Housing</i>	<i>Clothing</i>	<i>Other</i>	<i>Total</i>
	<i>798</i>	<i>912</i>	<i>194</i>	<i>477</i>	<i>372</i>	<i>493</i>	<i>3,246</i>

<i>FY23</i>	<i>In office</i>	<i>Employment/Edu/Voc</i>	<i>Behavioral Health</i>	<i>Housing</i>	<i>Clothing</i>	<i>Other</i>	<i>Total</i>
	<i>675</i>	<i>198</i>	<i>57</i>	<i>185</i>	<i>100</i>	<i>143</i>	<i>1,368</i>

FY22 Government offices:

- Department of Human Services: 247 referrals to sign-up for SNAP/Medicaid benefits.
- Department of Behavioral Health/Access Helpline: 186 (23 for Substance abuse, 161 for mental health, and 2 for both)
- Department of Employment Services: 4 referred to Project Empowerment
- Mayor's Office on LGBTQ Affairs: 5 whom identified LGBTQ+ for housing
- Department of Aging and Community Living: 3 referrals

Community agencies and programs:

- Social Security Administration: 155 referrals. 72 to apply for disability, and 83 to request social security cards
- Voices for a Second Chance: 12 referrals for birth certificates
- Thrive DC: 19 referrals for ID cards/ mailing
- So Others Might Eat: 19 referrals for ID/ mailing/ birth certificates/ food
- Martha's Table Outfitters/Food: 280 referrals for clothing
- Jubilee RHI Transitional: 10 referrals for transitional housing
- Bread for the City: 7 referrals for clothing or legal services
- EFEC Transitional Housing: 4 referrals for transitional housing
- Community Family Life Services: 17 referrals (10 Single Resident Occupancy(SRO) housing, 3 DV housing, 4 clothing)
- Marshall Heights: 3 referrals for job readiness
- National Reentry Network: 10 referrals for job readiness
- Ready Center: 3 referrals for DMV appointments
- Salvation Army: 4 referrals for ID/ birth certificates
- DC Bar/Pro Bono Services- 8 referrals for legal for benefits and employment termination assistance
- Unity Health Care 10 referrals for Physical/Medicaid sign-up

FY23 Government offices October-December 2022:

Department of Human Services: 64 referrals to sign-up for SNAP/Medicaid benefits

Department of Disability Services: 25 referrals to apply for SSDI or supportive employment

Department of Behavioral Health: 61 referrals (2 for Substance abuse, 59 for mental health)

DC Housing Authority: 18 individuals advised to check on housing list status and update information; assisted 8 clients with recertification for voucher program

FY23 Community agencies and programs October-December 2022:

Social Security Administration: 49 individuals applying for disability or requested social security cards

Thrive DC: 5 referrals for ID cards/ mailing

So Others Might Eat: 3 referrals for birth certificates

Martha's Table Outfitters/Food: 97 referrals for clothing

Neighborhood Legal Services: 5 referrals for legal support

National Reentry Network: 3 referrals for job readiness

Unity Health Care: 7 referrals for physical/Medicaid sign-up
DC Downtown Day Center: 6 referrals for ID/mailing
Foundry Church: 10 referrals for birth certificate vouchers

45. *Specifically, how many referrals were made by the Office to the Department of Health for birth certificates?*

Answer: 319 referrals were made to DOH for all of FY22 and the first quarter of FY23 combined.

46. *Was all of the funding available to subsidize the cost of birth certificates used in FY22? If not, how much funding was left over?*

Answer: This funding resides with DHS. DHS would be better equipped to answer the above question.

47. *How much has been expended on fee waivers for vital documents generally in FY 22 and FY 23, to date? How many returning citizens received a fee waiver in FY 22 and FY 23, to date?*

- *Answer:* DHS covers the funding for this initiative.

FY22

- 143 clients received fee waivers in FY22.
- 91 referrals for birth certificates were provided in FY22

FY23

- 57 clients received a vital document waiver, From October through December 2022 (FY23).
- 28 referrals to community programs were given for birth certificates from October through December 2022 (FY23).

48. *How many housing vouchers were provided to returning citizens through the Office's assistance in FY 22 and FY 23, to date?*

Answer: Based on the number of applications submitted and approved by DCHA, 62 vouchers were provided to clients in FY22. 59 vouchers were from the allotted number of vouchers provided in FY22 and three additional vouchers were from vouchers issued in 2019 and 2020. There have been no housing vouchers submissions in FY23.

49. *How many housing vouchers for returning citizens remain available for FY 22 and FY 23, to date?*

Answer: There are no housing vouchers remaining for the 2022 fiscal year. There are 23 vouchers in FY23 currently available.

50. ***Last year the Office began meeting with agencies on available space in their housing programs with the goal of referring more people to a wider range of housing. What agencies have you met with and how many residents were you able to get housed through these efforts?***

Answer: Last year, in an effort to strengthen MORCA housing resources, one of the case managers conducted a partial landscape analysis of different housing options for returning citizens. The staff member went to the following housing programs: House of Ruth, Coalition for the Homeless, Oxford House, and Joseph's House to see what services and available housing placement they had so that MORCA staff could make referrals for clients to obtain temporary/transitional housing. The case management team noted an increase with Oxford House, and Coalition for the Homeless Men's Work Bed program and Blair House. House of Ruth is a program specifically for domestic violence matters, and houses women and children. Two clients had situations that qualified them to be referred, but they declined to go. Oxford House has been receptive to referrals from the office, but people are required to have income to reside in their housing since they must pay rent. Coalition for the Homeless Men's Work bed program has recently been accepting referrals. Two men have been referred to the program in the last month. The requirement for the program is that men must be employed (or enrolled in school or a training program). Joseph's House offers housing specifically for men and women who have advanced HIV and terminal cancer. We have not had clients that meet the requirement for referral.

Different housing programs across the District have increased their requirements. This has directly affected the housing options for men. (i.e., participating in their programs even if a person is employed) or people do not want to share living space, have curfews, or want to be able to have guest over.

We have continued to refer to Jubilee Housing RHI, EFEC, National Reentry Network, Community Family Life Services, and SOME SRO. All these programs have been met with challenges such as meeting criteria, programs have a waitlist, and submitting referral and not getting a response in a timely manner and by then some people have decided not to pursue the opportunity. We have also attempted to refer people to other resources, such as Philemon House, the RISTORE Program, and others but have yet to be successful because the beds are reserved for CSOSA.

51. ***The READY Center connects returning citizens released within 12 months from the DC DOC and the Federal Bureau of Prisons to District of Columbia Government agencies and CBOs for available resources and services. How many referrals has the Office received from the READY Center in FY 22 and FY 23, to date? If the Office does not track READY Center referrals, why are those referrals not tracked?***

In FY 22, there were 45 referrals from the READY Center to MORCA.

52. ***How many job fairs has the Office hosted in FY 22 and FY 23, to date? How many clients have received employment from these job fairs?***

Answer:

MORCA has organized one hiring fair with the bakery Mrs. Jo's Petite Eats, who hired five returning citizens during FY22. In FY23, MORCA is planning to improve by identifying large employers, community developers, and nonprofits that hire returning citizens. MORCA will work with these entities to organize job fairs either at the MORCA Office or at the employers' physical location.

53. ***How many returning citizens has the Office directly connected to employers in FY 22 and FY 23, to date? Please provide the number of constituents hired through this engagement.***

Answer:

One hundred fifty-two returning citizens were hired into permanent jobs, seasonal jobs, or temporary jobs in FY22. Throughout the last quarter (FY23 Q1, October – December 2022), MORCA has engaged in an aggressive outreach with several large employers such as Premium Distributors Warehouse. We are striving to double the number of hired returning citizens in FY23.

We are fortunate that our returning citizens are progressively considered for professional positions. For example, approximately 24 were hired in professional positions, among them were several graduates from our Georgetown paralegal program.

54. ***The Office told the Committee that with the inception of the Peer Navigators, more frequent employment data will be collected and verified. Please provide the employment data you have collected from constituents via the Peer Navigators. Please also provide the results of the 30, 60, 90, and 120 day follow-up system implemented to ensure that constituents are receiving the appropriate services.***

Answer:

Peer Navigators have supported returning citizens by connecting them with needed services, showing them how to construct a resume, calling transitional housing and helping to set up appointments, and requesting leave to attend job and hiring fairs. Peer Navigators assist clients in improving their independence and self-sufficiency by encouraging them to take increasing ownership of their job search.

Peer Navigators also make sure that clients are informed of all available jobs and offer to assist in editing/providing feedback on their applications. They also follow up with clients on their job status if already employed and provide advice on how to keep their jobs. For those who are not working, Peer Navigators encourage clients to make appointments with workforce development office staff to see how the workforce team can help with their job search. Peer Navigators

conduct follow-up with returning citizens to monitor their job progress, record their current job status, and discuss with the workforce team how to help to them overcome work-related barriers. To be consistent, we have created a follow-up form including detailed actions that will serve as a tool to evaluate the level of accomplishment.

During FY22, The Peer Navigators followed up with 131 clients who successfully obtained employment through MORCA services. Out of the 131 clients, 47 have successfully been employed 30 days, 31 have been successfully employed for 60 days and 36 clients have been employed for 90 days. 17 SNAP-E&T clients have successfully obtained employment through MORCA services. Please see below for a breakdown of FY22 clients.

FY22 Peer Navigation Employment follow-up	FY22	FY23
Employment	131	39
Employed 30 days	47	9
Employed 60 days	31	13
Employed 90 days	36	12
SNAP E&T Clients Employed	17	0

55. *How much has been expended for the transportation subsidy program in FY 22 and FY 23, to date? How many clients have received transportation subsidies in FY 22 and FY 23, to date?*

Answer: From of Feb 2022 to December 2022 there were 6,958 completed rides. In Q1 of FY23, MORCA provided Promise Ride services to 1,418 unique individuals.

MORCA	Month	Completed Trips	Unique Individuals
	Dec-22	1,082	465
	Nov-22	1,104	486
	Oct-22	1,116	467
	Sep-22	1,089	
	Aug-22	951	
	Jul-22	577	
	Jun-22	352	
	May-22	324	
	Apr-22	205	
	Mar-22	131	
	Feb-22	27	
	Total	6,958	

56. ***The Office told the Committee it will assume full administrative control over the transportation stipend no later than the end of FY 22. Has this transfer happened and if not when do you expect the transfer to occur?***

Answer: No monetary funding was transferred between Department of Employment Services and the Mayor's Office on Returning Citizens Affairs. However, on March 10, 2022 we received 1,182 SmarTrip cards; totaling \$35,460.00.

57. ***Please describe any steps the Office has taken in FY 22 and FY 23, to date, to engage with the federal government to improve communication with District residents serving in FBOP facilities.***

Answer: MORCA is in constant communication with the reentry liaison at the FBOP to increase communication and access to the facilities. We are currently awaiting approval to begin prison trips for partners and families to see their loved ones. We've also been able to have our fliers accessible throughout the FBOP intranet as well as ensured that DC residents were receiving their voting registration forms and ballots. MORCA's team has also visited VOA, Fairview, and Delaware halfway houses to connect with District residents housed at their facilities.

58. ***Has the Office had any success in FY 22 and FY 23, to date, in accessing additional data from the Federal Bureau of Prisons, or from organizations who work closely with FBOP, in order to create a database containing the name, location of incarceration, and contact information for each District resident incarcerated by the FBOP who is expected to be released?***

Answer: MORCA was able to secure the names and release dates of DC Residents scheduled to be released within the next year. In November, we started mailing MORCA's literature and tips on preparing for release to these individuals.

59. ***Please describe any steps the Office has taken to coordinate with other District agencies to begin the process of planning a transition from one large residential reentry center to smaller centers in each ward.***

Answer: MORCA has been involved in discussions with other District agencies to transition from one large residential reentry center to smaller centers in each ward. MORCA has been working with agencies and nonprofits to ensure that services are provided at the approved residential reentry center. MORCA is also looking into how to assist individuals interested in opening smaller transitional housing units.

60. ***Please provide an update on any services specifically targeting returning citizens who are women provided by the Office in FY 22 and FY 23, to date.***

Answer: FY22 returning citizen women-specific events and services provided by MORCA:

- MORCA hosted its 1st annual “Many Faces of a Female Boss.” This event was held virtually due to COVID. It consisted of returning citizen women that were established in different entrepreneurship ventures.
- MORCA partnered with Black Women for Positive Change to donate toys for returning citizen mothers.
- MORCA received a donation of infant clothing. MORCA plans on hosting a clothing giveaway for returning citizen mothers with infant and toddler children and will use the opportunity to share the resources MORCA has to offer paired with other resources that women can take advantage of in the District.
- Beauty by MORCA was held at the Fairway Halfway House. A MORCA staffer, who does hair part-time, volunteered her services to the women in the halfway house for this event.
- MORCA has expanded its care packages to include feminine hygiene products.

The following are the women-focused services for FY23:

- MORCA’s Reentry Case Management Coordinator is in communication with Ms. Yates, the CEO of Divas in Sisterhood. They are collaborating on building workshops around women’s health and wellness, life planning, cultural experiences, and financial planning.
- MORCA is actively planning several pop-up shops across the District highlighting returning citizens businesses. MORCA plans on hosting several pop-up markets just for women returning citizens.
- MORCA is partnering with MOWPI to coordinate the second annual round table for Many Faces of a Female Boss.
- MORCA is planning to reach out to various domestic violence programs in an effort to have workshops about healthy relationships, the cycle of domestic violence, and mental health issues that can develop after intimate partner violence.
- MORCA is in conversations with a law firm about hosting a parental rights work group for women in custody battles.

61. ***Please provide a status update on the Georgetown Paralegal Fellowship Program for FY 22. In your response, please include, at a minimum:***

a. ***A description of the Office’s role in carrying out the program;***

Answer: MORCA has been promoting the program to clients, helping clients apply, participating in the consideration of applicants in the interview process, meeting with participants while in the

program, and providing transportation and Chromebooks. MORCA then provides feedback to Georgetown leadership on programming.

b. *The status of the MOU with DOES;*

Answer: We are in talks with DOES on planning the next cohort.

c. *Future plans for the program.*

Answer: The goal is to continue to finetune the program and have a new cohort every year. MORCA currently has 32 clients who are interested in participating in the program.

d. *How many residents graduated from the program in FY 22 and FY 23, to date; and,*
16 participants graduated from the program in FY22 and FY23, to date.

e. *How many of these graduates have secured employment.*

9 participants received offers. 5 Still waiting for placement.

62. *Please provide an update on the implementation of the Access to Jobs pilot program.*

Answer: The Mayor’s Office of Returning Citizen Affairs (MORCA), with the assistance Mayor’s Office of General Counsel (OGC), is currently in the process of finalizing a Notice of Funding Availability (NOFA) and Request for Application (RFA) for the Access to Jobs Grant (the Grant). MORCA anticipates concluding the NOFA and RFA review process by January 26, 2023. Currently, the tentative dates of publication and deadlines for the Grant are as follows:

- NOFA Release Date: Monday, January 30, 2023
- RFA Release Date: Monday, February 6, 2023
- Grant Application Deadline: Monday, February 27, 2023

MORCA anticipates sending out award letters for this grant in late March because the review process to select grantees typically takes about a month. The performance period for this grant in Fiscal Year (FY) 2023 is tentatively set to occur from April 1, 2023, to September 30, 2023, with the possibility of extension through FY 2024 (October 1, 2024 – September 30, 2025), if the Grant is funded in FY 2024.

63. *Please provide the number of individuals that the Office helped register to vote in FY 22 and FY 23, to date.*

Answer: In FY22, we helped register 150 returning citizens voters. Thus far, in FY23, MORCA has registered 10 residents.

64. *Please describe the Office’s collaboration efforts with the Board of Election, Department of Corrections, and the Federal Bureau of Prisons in FY 22 and FY 23, to date, to ensure incarcerated residents can exercise the right to vote.*

Answer: MORCA has partnered with CSOSA and The Board of Elections on a multitude of efforts to inform returning citizens of their rights to vote, while also incorporating different methods to increase voter registration. Quarterly, CSOSA host a virtual resource fair for persons incarcerated with upcoming release dates, as well as individuals being supervised in the community. During these resource fairs, MORCA shares upcoming services that the agency offers as well as inform residents of their voting rights.

MORCA participated in several working groups to modify and make edits to the current Board of Election flyers that are distributed in the FBOP.

During institution visits, MORCA shares with DC residents their right to vote both in prison and when they return home.

In partnership with the DC Board of Elections, MORCA has hosted a returning citizens voter registration event April 20,2022. During this event, individuals spoke on the importance of voting; what laws and legislation have directly impacted their release from incarceration; how certain laws have improved their lives and presented additional opportunities; and individuals were able to register to vote on site.

65. ***Please provide the number of individuals that received CDL training through the office in FY 22 and FY 23, to date.***

Answer:

FY22: 135 completed the program

FY23, to date: 75 completed the program

66. ***Please provide an update on the Office's partnership with the Aspire to Entrepreneurship Program. How many returning citizens took advantage of this opportunity in FY 22 and FY 23, to date? How does DSLBD now manage the program?***

Answer:

During FY22, and Q1 of FY23, 26 returning citizens have taken advantage of the opportunity to participate in the Aspire to Entrepreneurship Program.

Workforce team members identify grant candidates during their regular meetings with returning citizens, ensuring returning citizens are well informed about the program. The team also ensures that clients understand the requirements of the grant and are connected to organizations that can help them to develop a comprehensive business plan. They also ensure that potential candidates attend the information sessions as required.

The workforce team works diligently to prepare and ensure returning citizen have access to the Aspire Program by holding regular information sessions and conducting outreach to explain program benefits, application requirements, and guidance on how to become a successful applicant. In addition, MORCA partners with the DSLBD and nonprofits, such as Marshall Heights Community Development Organization, involved in the project to receive all updates concerning Aspire.

Upon completion of the Aspire to Entrepreneurship Program. MORCA works to connect program graduates to resources, potential business partners, and well-established companies in industries such as construction, labor, and hospitality. The workforce team also markets/promotes returning citizen business owners – especially those who have completed the Aspire program - to these same partners and companies by highlighting their reliability, professionalism, and integrity.

MORCA encourages spaces for business owners wherein they can share best practices, successes, and failures for future improvement. Based on client needs, the Workforce team advocates for companies to subcontract with returning citizen business owners.

For FY23, Aspire to Entrepreneurship Program recruitment for applicants opened on 1/19/23. MORCA has 34 clients who are currently interested in participating in the program.

67. *The Office has chosen the University of the District of Columbia to implement the needs assessment required by the Children Impacted by Parental Incarceration Amendment Act. Please provide a status update on its implementation.*

Answer: MORCA is at the final phase of drafting the MOU with UDC. UDC will begin facilitating and constructing a District-wide plan to address the unique needs of children whose parents were incarcerated and its impact. The director is in conversations with the UDC president to reduce the indirect cost, so that the total fits within MORCA’s budget.

68. *Please list, for FY 22 and FY 23, to date, any visits that the Office has made to corrections facilities.*

Answer:

- Federal Correctional Institution, Fort Dix New Jersey: 6/15/2022
- United States Penitentiary, Hazelton WV: 7/14/2022
- Fairway Halfway House, Washington DC: 10/27/2022
- Delaware Halfway House: 10/28/2022
- Volunteers of America Halfway House, Baltimore MD:
 - 10/22/21
 - 11/19/21
 - 12/3/21
 - 12/17/21
 - 4/29/22
 - 5/27/22
 - 6/10/22
 - 7/8/22
 - 7/22/22
 - 11/5/22

69. ***Please list any actions taken or programs initiated as a result of recommendations or policy statements from the Commission on Re-Entry and Returning Citizen Affairs.***

Answer: The Commission has not made any recommendation in FY22 or FY23. Unofficially, in FY23, the Commission chair has mentioned a desire to have more women on the commission. This has not been voted on.

70. ***Please list all meetings of the Criminal Justice Coordinating Council attended by the Executive Director of the Office, or a designee in FY 22 and FY 23, to date. Also please list recommendations provided to the Criminal Justice Coordinating Council at those meetings.***

Answer:

CJCC Reentry Steering Committee

- 4/26/22
- 6/28/22
- 9/8/22
- 1/18/23 CJCC principals

The recommendations provided by MORCA were on advocating for more housing for returning citizens and FBOP access.

Agency Code	Fiscal Year	First Name	Last Name	Email	Vendor
RC	2022	JORDYN	SEIDE	jordyn.seide@dc.gov	AT&T
RC	2022	JAYNE	NKEMATEH	jayne.nkemateh@dc.gov	AT&T
RC	2022	CAMRON	BASS	camron.bass@dc.gov	AT&T
RC	2022	WILLIAM	LAWSON	william.lawson@dc.gov	AT&T
RC	2022	BOBBY	HARRIS	Bobby.Harris@dc.gov	AT&T
RC	2022	LAMONT	CAREY	lamont.carey@dc.gov	AT&T
RC	2022	MARCQUIS	TAPP-FORD	marcquis.tapp-ford@dc.gov	AT&T
RC	2022	ALICIA	JACKSON	Alicia.Jackson2@dc.gov	AT&T
RC	2022	PHILLIP	KELLEY	phillip.kelley@dc.gov	AT&T
RC	2022	INTAKE	ONE	lamont.carey@dc.gov	AT&T
RC	2022	MICHAEL	JACKSON	michael.jackson1@dc.gov	AT&T
RC	2022	CIARA	TAYLOR	ciara.taylor@dc.gov	AT&T
RC	2022	LAMONT	CAREY	lamont.carey@dc.gov	AT&T
RC	2022	SYLVIE	MAUNGA	sylvie.maunga@dc.gov	AT&T
RC	2022	JASANI	MARLOW	jasani.marlow@dc.gov	VerizonWL
RC	2022	ANTONIO	WHITE	antonio.white@dc.gov	VerizonWL
RC	2022	ROBERT	PETTY	robert.petty@dc.gov	AT&T
RC	2022	BOBBY	HARRIS	Bobby.Harris@dc.gov	AT&T
RC	2022	LAMONT	CAREY	lamont.carey@dc.gov	AT&T
RC	2022	SPARE	SPARE	eom.atc@dc.gov	AT&T
RC	2022	DAMION	MCDUFFIE	damion.mcduffie@dc.gov	AT&T
RC	2022	SPARE	SPARE	eom.atc@dc.gov	AT&T
RC	2022	CHRISTOPHER	MCNEAL	Christopher.Mcneal@dc.gov	AT&T
RC	2022	SPARE	SPARE	eom.atc@dc.gov	AT&T
RC	2022	CAMRON	BASS	Camron.Bass@dc.gov	AT&T
RC	2022	LYNDRIELL	SMITH	lyndriell.smith@dc.gov	AT&T
RC	2022	LAROYA	HUFF	LaRoya.Huff@dc.gov	AT&T
RC	2022	JOYCE	MOORE	joyce.moore3@dc.gov	AT&T
RC	2022	WILLIAM	LAWSON	william.lawson@dc.gov	AT&T
RC	2022	JAYNE	NKEMATEH	jayne.nkemateh@dc.gov	AT&T
RC	2022	MICHAEL	JACKSON	michael.jackson1@dc.gov	AT&T
RC	2022	CIARA	TAYLOR	ciara.taylor@dc.gov	AT&T
RC	2022	JORDYN	SEIDE	jordyn.seide@dc.gov	AT&T
RC	2022	JORGE	CASTROPARRALE	jorge.castroparrales@dc.gov	AT&T
RC	2022	ALICIA	JACKSON	Alicia.Jackson2@dc.gov	AT&T
RC	2022	JOYCE	BOSTON	joyce.boston@dc.gov	AT&T

Totals

\$ 27,151.21 \$ 13,754.16

Phone#	Service Type	Device Type	Office	FY Total	FY One Time Charge
2028124512	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028124724	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028125413	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028125415	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028125815	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028126993	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028127261	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028127402	Tablet with wire	iPad		\$ 1,119.48	\$ 980.49
2028127414	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028127417	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028127748	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028127797	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028128186	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2028128280	Tablet with wire	iPad		\$ 1,127.42	\$ 980.49
2027740425	Cellular	iPhone 7		\$ 621.76	\$ -
2028532166	Cellular	iPhone 7		\$ 621.76	\$ -
2022864611	Cellular	iPhone8, iPhone 11		\$ 570.24	\$ -
2022886059	Cellular	iPhone XR (64 GB Black), iPhone 7		\$ 736.99	\$ 2.10
2022975673	Cellular	RIM BLACKBERRY PEARL 8100, iPhone		\$ 735.01	\$ -
2023224237	Cellular	iphone 6S		\$ 195.18	\$ 2.10
2023944344	Cellular	iPhone 7		\$ 433.17	\$ 2.10
2023944344	Cellular	iPhone 7		\$ 140.22	\$ -
2024171535	Cellular	iphone 6S		\$ 195.18	\$ 2.10
2024171535	Cellular	iphone 6S		\$ 237.99	\$ -
2024455485	Cellular	iPhone8, iPhone 12 (128 GB White)		\$ 735.01	\$ -
2025682830	Cellular	iPhone XR (64 GB Black), iphone 6S		\$ 737.11	\$ 2.10
2026156048	Cellular	iPhone XR (64 GB Black), iphone 7 plus		\$ 737.11	\$ 2.10
2026749638	Cellular	iPhone XR (64 GB Black), iphone 6S		\$ 737.11	\$ 2.10
2027106481	Cellular	Iphone XR		\$ 335.11	\$ 2.10
2027145032	Cellular	Iphone XR		\$ 171.39	\$ 2.10
2027149510	Cellular	Iphone XR, iPhone 12 (64 GB Black)		\$ 334.64	\$ 2.10
2027950082	Cellular	iPhone XR (64 GB Black), iphone 6		\$ 847.34	\$ 2.10
2028025946	Cellular	iPhone 8, iPhone 11		\$ 608.40	\$ -
2028025946	Cellular	iPhone 8		\$ 212.16	\$ -
2028056786	Cellular	iPhone XR (64 GB Black), iphone 6		\$ 737.55	\$ 2.10
2028265682	Cellular	iPhone XR, Galaxy S6 Edge		\$ 694.84	\$ 2.10

\$ 862.35 \$ 862.35 \$ 1,664.80 \$ 440.86 \$ 1,623.68 \$ 841.22 \$ 793.00

OCT	NOV	DEC	JAN	FEB	MAR	APR
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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\$ 40.60	\$ 40.60	\$ 40.60	\$ 40.56	\$ 40.56	\$ 40.56	\$ 40.55
\$ -	\$ -	\$ -	\$ 100.14	\$ 99.10	\$ 48.85	\$ 48.76
\$ 48.27	\$ 48.27	\$ 98.64	\$ 95.98	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 96.54	\$ 96.10	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 98.64	\$ -	\$ -	\$ -	\$ -
\$ 48.27	\$ 48.27	\$ 98.64	\$ 96.10	\$ 95.06	\$ 46.83	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46.74
\$ 48.27	\$ 48.27	\$ 98.64	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 96.10	\$ 95.06	\$ 46.83	\$ -
\$ 48.27	\$ 48.27	\$ 96.54	\$ 96.10	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 98.64	\$ 96.10	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 98.64	\$ 96.10	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 98.64	\$ 96.10	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 96.64	\$ (303.90)	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 96.64	\$ (303.90)	\$ 95.06	\$ 46.83	\$ 46.74
\$ 48.27	\$ 48.27	\$ 96.64	\$ (302.90)	\$ 95.06	\$ 46.83	\$ 46.74
\$ 55.30	\$ 55.30	\$ 112.70	\$ 110.04	\$ 109.12	\$ 53.86	\$ 53.77
\$ -	\$ -	\$ -	\$ 105.56	\$ 104.50	\$ 51.57	\$ 51.46
\$ 53.04	\$ 53.04	\$ 106.08	\$ -	\$ -	\$ -	\$ -
\$ 48.27	\$ 48.27	\$ 98.64	\$ 95.98	\$ 95.06	\$ 46.83	\$ 46.74
\$ 45.30	\$ 45.30	\$ 92.70	\$ 90.04	\$ 89.12	\$ 43.86	\$ 43.77

\$ 793.00 \$ 15,022.04 \$ 1,268.15 \$ 1,282.15 \$ 1,697.61

MAY	JUN	JUL	AUG	SEP	Note
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
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\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
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\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
\$ -	\$ 1,011.23	\$ 35.23	\$ 36.23	\$ 44.73	
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\$ 48.76	\$ 48.76	\$ 49.23	\$ 49.23	\$ 77.41	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ -	\$ -	\$ -	\$ -	\$ -	
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\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.30	
\$ 46.74	\$ 46.74	\$ -	\$ -	\$ -	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 67.83	
\$ 53.77	\$ 53.77	\$ 54.24	\$ 54.24	\$ 81.23	
\$ 51.46	\$ 60.70	\$ 52.01	\$ 52.01	\$ 79.13	
\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 46.74	\$ 46.74	\$ 47.21	\$ 47.21	\$ 69.86	
\$ 43.77	\$ 43.77	\$ 44.24	\$ 44.24	\$ 68.73	

Agency Code	Fiscal Year	First Name	Last Name	Email	Vendor
RC	2023	JORDYN	SEIDE	jordyn.seide@dc.gov	AT&T
RC	2023	JAYNE	NKEMATEH	jayne.nkemateh@dc.gov	AT&T
RC	2023	CAMRON	BASS	camron.bass@dc.gov	AT&T
RC	2023	WILLIAM	LAWSON	william.lawson@dc.gov	AT&T
RC	2023	BOBBY	HARRIS	Bobby.Harris@dc.gov	AT&T
RC	2023	LAMONT	CAREY	lamont.carey@dc.gov	AT&T
RC	2023	MARCQUIS	TAPP-FORD	marcquis.tapp-ford@dc.gov	AT&T
RC	2023	ALICIA	JACKSON	Alicia.Jackson2@dc.gov	AT&T
RC	2023	PHILLIP	KELLEY	phillip.kelley@dc.gov	AT&T
RC	2023	INTAKE	ONE	lamont.carey@dc.gov	AT&T
RC	2023	MICHAEL	JACKSON	michael.jackson1@dc.gov	AT&T
RC	2023	CIARA	TAYLOR	ciara.taylor@dc.gov	AT&T
RC	2023	LAMONT	CAREY	lamont.carey@dc.gov	AT&T
RC	2023	SYLVIE	MAUNGA	sylvie.maunga@dc.gov	AT&T
RC	2023		Account Level	Equipment or other charges	AT&T
RC	2023	ROBERT	PETTY	robert.petty@dc.gov	AT&T
RC	2023	BOBBY	HARRIS	Bobby.Harris@dc.gov	AT&T
RC	2023	LAMONT	CAREY	lamont.carey@dc.gov	AT&T
RC	2023	MARQUIS	TAPP-FORD	marquis.tapp-ford@dc.gov	AT&T
RC	2023	KHADIJAH	BISHOP	khadijah.bishop@dc.gov	AT&T
RC	2023	MALIKA	KAMARA	malika.kamara1@dc.gov	AT&T
RC	2023	CAMRON	BASS	Camron.Bass@dc.gov	AT&T
RC	2023	LYNDRIELL	SMITH	lyndriell.smith@dc.gov	AT&T
RC	2023	LAROYA	HUFF	LaRoya.Huff@dc.gov	AT&T
RC	2023	JOYCE	MOORE	joyce.moore3@dc.gov	AT&T
RC	2023	WILLIAM	LAWSON	william.lawson@dc.gov	AT&T
RC	2023	SPARE	SPARE	eom.atc@dc.gov	AT&T
RC	2023	MICHAEL	JACKSON	michael.jackson1@dc.gov	AT&T
RC	2023	CIARA	TAYLOR	ciara.taylor@dc.gov	AT&T
RC	2023	JORDYN	SEIDE	jordyn.seide@dc.gov	AT&T
RC	2023	ALICIA	JACKSON	Alicia.Jackson2@dc.gov	AT&T
RC	2023	JOYCE	BOSTON	joyce.boston@dc.gov	AT&T
RC	2023	JASANI	MARLOW	jasani.marlow@dc.gov	VerizonWL
RC	2023	ANTONIO	WHITE	antonio.white@dc.gov	VerizonWL

Totals

Phone#	Service Type	Device Type	Office	1 i t
2028124512	Tablet with wire	iPad		
2028124724	Tablet with wire	iPad		
2028125413	Tablet with wire	iPad		
2028125415	Tablet with wire	iPad		
2028125815	Tablet with wire	iPad		
2028126993	Tablet with wire	iPad		
2028127261	Tablet with wire	iPad		
2028127402	Tablet with wire	iPad		
2028127414	Tablet with wire	iPad		
2028127417	Tablet with wire	iPad		
2028127748	Tablet with wire	iPad		
2028127797	Tablet with wire	iPad		
2028128186	Tablet with wire	iPad		
2028128280	Tablet with wire	iPad		
2.87312E+11	Account Level	iPad		
2022864611	Cellular	iPhone 11		
2022886059	Cellular	iPhone XR (64 GB Black)		
2022975673	Cellular	iPhone XR		
2023224237	Cellular	iPhone 12 (128 GB White)		
2023944344	Cellular	iPhone 12 (128 GB White)		
2024171535	Cellular	iPhone XR (64 GB Black)		
2024455485	Cellular	iPhone 12 (128 GB White)		
2025682830	Cellular	iPhone XR (64 GB Black)		
2026156048	Cellular	iPhone XR (64 GB Black)		
2026749638	Cellular	iPhone XR (64 GB Black)		
2027106481	Cellular	lphone XR		
2027145032	Cellular	lphone XR		
2027149510	Cellular	iPhone 12 (64 GB Black)		
2027950082	Cellular	iPhone XR (64 GB Black)		
2028025946	Cellular	iPhone 11		
2028056786	Cellular	iPhone XR (64 GB Black)		
2028265682	Cellular	iPhone XR		
2027740425	Cellular	iPhone 7		
2028532166	Cellular	iPhone 7		

\$ 8,005.36 \$ - \$ 6,606.68 \$ 1,398.68 \$ -

FY Total	FY One Time Charge	OCT	NOV	DEC
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
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\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 72.46	\$ -	\$ 36.23	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 78.13	\$ -	\$ 41.90	\$ 36.23	\$ -
\$ 4,902.45	\$ -	\$ 4,902.45	\$ -	\$ -
\$ 113.81	\$ -	\$ 64.81	\$ 49.00	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 93.96	\$ -	\$ 46.98	\$ 46.98	\$ -
\$ 125.90	\$ -	\$ 71.89	\$ 54.01	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
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\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 93.96	\$ -	\$ 46.98	\$ 46.98	\$ -
\$ 125.90	\$ -	\$ 71.89	\$ 54.01	\$ -
\$ 121.45	\$ -	\$ 69.70	\$ 51.75	\$ -
\$ 108.57	\$ -	\$ 61.59	\$ 46.98	\$ -
\$ 104.24	\$ -	\$ 60.23	\$ 44.01	\$ -
\$ 74.92	\$ -	\$ 37.46	\$ 37.46	\$ -
\$ 74.92	\$ -	\$ 37.46	\$ 37.46	\$ -



MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS

FY 2022 PERFORMANCE AND ACCOUNTABILITY REPORT

JANUARY 6, 2023

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1 MAYOR’S OFFICE ON RETURNING CITIZEN AFFAIRS

Mission: The Office on Returning Citizen Affairs will serve to provide advocacy, constituent services, and information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment for persons returning to the community.

Services: The Office on Returning Citizen Affairs will use all available resources to better acclimate and smooth the transition of returning District residents to the community. The office will provide access to job readiness programs, connect residents to employment opportunities, offer comprehensive case management services, and connect incarcerated residents to their families. This will be accomplished through collaborating with various District agencies and programs to serve this segment of the population.

2 2022 ACCOMPLISHMENTS

Accomplishment	Impact on Agency	Impact on Residents
Promise Rides	Any service that aids in removing barriers for returning citizens allows us to best serve our constituent base and focus on other areas that may cause one to recidivate. The level of the program coordination does require us to look into other staffing opportunities to coordinate this service.	Returning citizens face transportation barriers when trying to successfully reintegrate back into society. Majority of Returning Citizens after incarceration return to severely underserved communities and families. When trying to reacclimate back into society transportation is crucial. Often Returning Citizens do not have the funding to meet their imminent needs. This service allows Returning Citizens to have five free round-trip rides to any activity related to reentry. Most of our constituents use this to go to different social service agencies and community-based organizations that supports them in successfully integrating ^{reintegrated} integrating . Several constituents used this service to get to employment opportunities. This service aides in leveling the playing field for returning citizens, while removing a major barrier.

(continued)

Accomplishment	Impact on Agency	Impact on Residents
Submitted Housing Vouchers for 62 Individuals	With the increase voucher this allowed us to both serve our clients and partner with other Returning community-based organizations that did not have access to vouchers. This gave us an opportunity to collaborate and strengthen relationships with other experts in the field.	Housing continues to be a barrier for a number of DC Residents. Returning Citizens face another level of hardship and hurdles even after receiving financial support through a voucher. Many housing developments discriminate against returning citizens due to their past criminal record. When one comes home, they do not have a credit history or a gap in credit history due to their incarceration. Once the criminal record is ran most development find reasons not to house Returning Citizens. While these barriers are not completely removed with a voucher, having a financial guarantee increases their opportunities. It also allows them to successfully build relationships with their children and family members while removing the housing barrier
Job Readiness	This collaboration allows us to one partner with other workforce teams that are interested in serving Returning Citizens while advocating for their unique needs and barriers that are faced during employment and after incarceration.	The Job Readiness program was a collaborative partnership with three community-based organizations. Who saw a need to collaborate on workforce activities that allow each agency to serve returning citizens through their expert lens instead of in silos. MORCA was able to add 20 individuals to each cohort which allow us to recommend individuals who needed some soft skills, digital literacy, professional behavior training and much more.

3 2022 OBJECTIVES

Strategic Objective	Number of Measures	Number of Operations
Completion of individualized assessment plans and connecting constituents to essential government and community-based services such as housing, employment and job readiness, behavioral and physical health services, educational and vocational training, clothing, food, and legal services.	4	2
Assist with removing barriers and reducing the rate of recidivism, by identification of employers, employment training, and vocational training programs that will assist returning citizens with successful reintegration.	5	3
Develop a robust collaborative working relationship with DC Government agencies that offer vocational training, apprenticeship, education, employment and employment training, housing assistance, mental health services, and general health services.	1	3
Create and maintain a highly efficient, transparent, and responsive District government approach to all private and public partners.	4	0

4 2022 OPERATIONS

Operation Title	Operation Description	Type of Operation
Assist with removing barriers and reducing the rate of recidivism, by identification of employers, employment training, and vocational training programs that will assist returning citizens with successful reintegration.		
Advocating for clients	Establish a tracking system to ensure returning citizens are referred to training opportunities.	Daily Service
Case Management	Conduct intakes and individualized assessments with returning citizens; develop case plans based on 30-, 60-, 90-, 120- and 180-day life cycles.	Daily Service
Coordination	Refer returning citizens to housing, employment, vocational training, legal education, health, and job readiness services	Key Project
Completion of individualized assessment plans and connecting constituents to essential government and community-based services such as housing, employment and job readiness, behavioral and physical health services, educational and vocational training, clothing, food, and legal services.		
Increase Hiring	Increase the hiring of returning citizens, by identifying and developing relationships with local and national companies that hire returning citizens.	Daily Service

(continued)

Operation Title	Operation Description	Type of Operation
Coordination	Refer returning citizens to government funded community based organizations that have the reentry expertise of providing workforce development, life skills, and mentoring programs for returning citizens.	Daily Service
Develop a robust collaborative working relationship with DC Government agencies that offer vocational training, apprenticeship, education, employment and employment training, housing assistance, mental health services, and general health services.		
Communication.	On-going and frequent communication with outreach and program personnel to ensure there's a steady flow of information pertaining to both government and community programming.	Daily Service
Government Programs.	Identify programs that assist with removing the unique barriers of returning citizens.	Daily Service
Community participation.	Participation in community-based working groups, roundtables and symposiums.	Daily Service

5 2022 STRATEGIC INITIATIVES

In FY 2022, the Mayor's Office on Returning Citizen Affairs had 7 Strategic Initiatives and completed 71.43%.

Title	Description	Completion to Date	Update	Explanation for Incomplete Initiative
Establish an Employment Referral System.	In FY22, MORCA will strengthen its formal referral system to ensure returning citizens are connected to training opportunities.	25-49%	MORCA workforce team focus on strengthening partnerships with employers and training experts. This allows for staff to be able to directly refer individuals to work opportunities. MORCA is still in the beginning phases of developing an effective system that does not allow individuals to fall between the cracks. MORCA continue to look at different opportunities and best practices to strengthen its referral system. MORCA intends to hire workforce specialist supervisor that has the skill set and prior experience to elevate MORCA workforce process.	MORCA intends to hire workforce specialist supervisor that has the skill set and prior experience to elevate MORCA workforce process.
Peer Navigator Support	Assist with removing barriers and reducing the rate of recidivism, by identification of employers, employment training, and vocational training programs that will assist returning citizens with successful reintegration.	Complete	MORCA, has increased all its outreach efforts across the board while being intentional about workforce and employment partnerships since employment is a major barrier returning citizens face. MORCA, recognize that with the huge influx of returning citizens coming home from a long sentence that there was a need for a training that specialize in their needs, while educating them on professional behavior, digital literacy and soft skills.	
Collaboration across the government	Participate in at least 20 community outreach events put on by other agencies.	Complete	MORCA, has increased outreach drastically with the participation in several agencies' community resource events. On average MORCA attends two to four outreach events from July to September. On average MORCA conducted 39 outreach events this quarter. MORCA continues to look for creative ways to connect to their constituent base increase outreach and partnership.	

(continued)

Title	Description	Completion to Date	Update	Explanation for Incomplete Initiative
Returning Citizen Coalition Working Group	MORCA will strengthen its returning citizen coalition working group comprised of returning citizen advocates, government agencies, and community-based organizations. The working group will focus on strengthening service delivery for returning citizens amongst government agencies and community-based organizations.	Complete	MORCA has done an extraordinary job with connecting with advocates, government agencies and community-based organization and the effort to strengthen service deliveries for returning citizens. MORCA has partner in with other government agencies with share goals to connect with District residents and inform them of our services.	.
Host Roundtables	Host at least four returning citizens roundtables	Complete	MORCA, has been able to host three roundtables this year and while we have not met the goal of sixteen; we have partner with several government and private agencies to conduct roundtables.	
Regular Participation in Inter-Agency Task Force Groups	Participate in at least 6 relevant inter-agency task force groups.	Complete	MORCA currently is active and 6 relevant enter agency task force outside of our Commission commitment. MORCA will continue to look for opportunities and taskforce so that we could advocate for returning Citizen's needs. Public Safety and Justice Equity committee. (Missing period) Guaranteeing voting right to people in felony conviction. DMPED, Returning Citizens listen session Jobs not Guns Planning Committee Meeting Reentry Steering Committee Thriving Families Safer Children steering Committee meeting. (Missing period)	

Connect Constituents to Employment Opportuni- ties.	In FY22, MORCA will establish and implement the Access to Jobs Pilot Program that will provide a minimum of 5 grants to employers to support the hiring of returning citizens.	0-24%	MORCA Has been working tirelessly to develop a successful strategy to implement access to jobs. MORCA has worked with several agencies to try to implement this pilot program. MORCA has been able to hire a staff to oversee this initiative with grant Skills. I hope to be able to operationalize this program next fiscal year.	Last Fiscal year MORCA did not have the infrastructure to implement access to job due remove due
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add a period and replace "I" with "the."

6 2022 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2020	FY 2021	FY 2022 Target	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022	Was 2022 KPI Met?	Explanation of Unmet KPI
Percent of returning citizens that successfully obtain employment	Up is Better	New in 2021	23.80%	24%	16%	93%	55%	83%	67.20%	Met	
Percent of returning citizens that successfully complete training programs who obtain industry recognized credentials and start new employment opportunities.	Up is Better	New in 2021	31.60%	33%	Waiting on Data	73%	No data available	30%	56.50%	Met	
Percent of returning citizens that complete vocational training programs	Up is Better	New in 2021	39.90%	40%	195%	60%	41%	99%	86.70%	Met	
Percent of returning citizens referred to and completing employment training programs.	Up is Better	New in 2021	41.10%	42%	51%	23%	51%	35%	45.30%	Met	
New pilot programs or policy recommendations developed on improving service delivery for returning citizens.	Up is Better	New in 2021	3	5	1	3	1	9	13	Met	
Number of returning citizens interviewed through employer relationships (outside of job fairs)	Up is Better	New in 2022	New in 2022	New in 2022	55%	69%	25%	82%	61.40%	-	
Number of new strategic partnerships and collaborations of coordinated services offered through government agencies and community-based organizations supporting returning citizens.	Up is Better	New in 2022	New in 2022	New in 2022	6	38	20	25	83	-	
Percent of returning citizens referred to government and community-based programs and services, identified in their individualized case plan	Up is Better	New in 2022	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	97.50%	-	
Number of employer relationships developed in Wards 7 and 8	Up is Better	New in 2022	New in 2022	New in 2022	3	Waiting on Data	17	37	54	-	

Number of returning citizens attending job fairs	Up is Better	New in 2022	New in 2022	New in 2022	Waiting on Data	Waiting on Data	No data available	90%	108.30%	-
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Workload Measures

Measure	FY 2020	FY 2021	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022
Number of employers hiring returning citizens	New in 2021	21	89	89	87	87	263
Number of Strategic Partnerships	New in 2021	23	31	38	65	92	195
Number of employment training collaborations	New in 2021	48	8	17	27	39	83
Number of formal partnerships with community-based organizations that have the capacity to dedicate program slots to returning citizens.	New in 2021	61	19	47	47	51	145
Number of returning citizens hired.	New in 2021	67	12	20	30	235	297
Number of returning citizens that are employed for at least 60 days.	New in 2021	78	4	11	10	266	287
Number of times MORCA participated in community-based working groups, roundtables and symposiums.	New in 2021	82	24	17	22	27	66
Number of returning citizens that are employed for at least 90 days.	New in 2021	91	9	9	20	248	277
Number of returning citizens that are employed for at least 120 days.	New in 2021	169	11	11	17	154	182
Number of returning citizens referred to workforce development, life skills and mentoring programs.	New in 2021	461	214	409	520	124	1053
Number of returning citizens that receive case plans	New in 2021	1063	275	209	287	343	839
Number of clients assigned to peer navigators	New in 2022	New in 2022	33%	92%	71%	37%	48.40%
Number of returning citizens remaining employed after the first year	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	127
Number of governmental agencies represented as coalition members	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
Number of community-based, non-profit and faith-based organizations represented as coalition members	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3
Number of returning citizens advocates represented as coalition members	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No data available

Workload Measures (continued)

Measure	FY 2020	FY 2021	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022
Number of barriers identified by the working group quarterly	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4
Number of EOTR organizations that joined coalition yearly	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	28
Number of returning citizens attending behavioral health services	New in 2022	New in 2022	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5.11%
Number of meeting convened	New in 2022	New in 2022	Waiting on Data	82%	407%	344%	277.80%

**MODIFICATION NUMBER TWO
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

The Memorandum of Understanding (MOU) executed on February 29, 2020 was entered into between the District of Columbia (District) Mayor's Office on Returning Citizen Affairs (MORCA), and the Department of Human Services (DHS), Economic Security Administration (ESA), collectively referred to herein as the "Parties."

The Parties now desire to update the terms and conditions of the MOU as follows:

- I. Section II. PROGRAM GOALS AND OBJECTIVES**, is hereby deleted and replaced with the following:

"II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to establish a cooperative and mutually beneficial relationship between the Parties and to set forth the responsibilities of the Parties. Furthermore, this MOU shall detail the terms and conditions for MORCA to provide employment and case management services to participants.

This MOU recognizes that MORCA shall recruit and enroll two hundred (200) District residents registered and participating in a MORCA program and are eligible for the SNAP E&T program, including MORCA clients referred to MORCA through DHS/ESA. This allows DHS/ESA to expand the comprehensive range of services available to SNAP E&T clients and provide them with eligible employment and case management services.

In addition, this MOU sets forth the terms and conditions under which DHS/ESA shall transfer a total of up to **two hundred four thousand five hundred twenty-seven dollars (\$204,527.00)** for eligible SNAP E&T program expenses to MORCA as reimbursement for eligible SNAP E&T employment and case management services provided."

- II. Section III. SCOPE OF SERVICES, Sub-section A. RESPONSIBILITIES OF MORCA, Paragraphs 1-3** are hereby deleted and replaced with the following:

1. "Recruit and enroll two hundred (200) District residents that are registered and participating in a MORCA program who are eligible for the SNAP E&T program, including customers that are referred to MORCA through DHS/ESA. Eligible SNAP E&T clients are individuals who reside in the District and receive SNAP benefits, are

at least sixteen (16) years of age or older, are not receiving Temporary Assistance for Needy Families (TANF) benefits or services and have a goal of obtaining unsubsidized employment.

- MORCA shall submit information to DHS/ESA on each proposed participant to confirm their eligibility and suitability for program services using a template provided by DHS/ESA. Information requested on this template may include a proposed participant’s name, address, date of birth, Social Security Number (SSN), and suitability documentation for program services offered by MORCA through this MOU. DHS/ESA shall verify SNAP eligibility and suitability of all proposed participants and notify MORCA within five (5) business days. Only individuals that DHS/ESA confirms to be eligible and suitable for program services through this process are eligible to receive SNAP E&T services associated with this Award.
 - If a participant loses eligibility for SNAP benefits after the date of their initial verification and enrollment in program services through the Agreement, DHS/ESA will notify MORCA. That participant must be exited from SNAP E&T services funded by DHS/ESA and coded in data submissions, except for participants in the Job Retention Component that may continue to be served. MORCA may choose to continue providing services to participants that lose eligibility if they support the full costs for additional services and do not request reimbursement from DHS/ESA. Participants that regain SNAP eligibility may resume receiving services supported through this agreement if confirmed by DHS/ESA.
2. Provide a combination of two (2) or more of the allowable SNAP E&T program Components listed below to each participant. Funds may be used for the outreach, planning, implementation, and operation of these Components. Allowable SNAP E&T program Components consist of the following types of services detailed in the table below, grouped under three categories: Non-Education, Non-Work; Education; and Work Experience:

Acronym	SNAP E&T Component	Component Definition
<i>Non-Education, Non-Work Components</i>		
JST	Job Search Training	Component activities consist of employability assessments; training in techniques to increase employability such as interviewing, resume development, and job application techniques; job placement services; other direct trainings or support activities, including educational programs, that can expand the job search abilities or employability of participants. Participants in this Component must be actively seeking employment and receiving sustained support from provider staff.

Acronym	SNAP E&T Component	Component Definition
JR ¹	Job Retention	Component activities consist of coaching, communication, training, or other services designed to ensure job retention after a participant has obtained employment; and assisting participants in obtaining eligible participant supports that are likely to improve retention outcomes. Services must be provided for not less than 30 days but not over 90 days (though providers may use their own resources to support ongoing retention services and other supports). This Component can only be entered after a participant becomes employed and exits all other SNAP E&T components, and cannot be the first Component an individual participates in. If an individual is employed but still receiving SNAP benefits and still pursuing other types of training or job placements, they are not considered in the Job Retention Component.
SET	Self-Employment Training	Component activities include training designed to increase the self-sufficiency of recipients through self-employment, including programs that instruct self-employment ventures. This includes entrepreneurship programs, assistance with developing business plans, access to financing, and other supports to start a new business. This Component should be used only for programs where the primary outcome goal for participants is starting their own business rather than moving into employment.
<i>Education Components</i>		
EPB	Educational Program, Basic Education and Foundational Skills Instruction	Component activities include adult basic education, basic literacy, instruction leading to high school equivalency (including GED or high school diploma), and developmental or remedial education. Participants must be adults or out-of-school youth aged 16, and older who are re-engaging their education to improve their employability. Participants may already have attained high school equivalency if they are otherwise basic skills deficient or need instruction to meet the Educational Functional Level (EFL) requirements of another employment-focused program.
EPC	Educ. Program, Career and Technical Education Programs or Other Vocational Training	Component activities include career and technical education programs or vocational training. Programs operating under this Component must provide participants with access to industry-recognized credentials, certifications, and licensure designed to move participants into employment, with a direct link to the local labor market. Programs under this Component should not include basic education instruction or credentials or lead to a post-secondary degree (see other Components for those circumstances).
EPEL	Educational Program, English Language Acquisition	Component activities include English Language Acquisition or instruction for English learners (ELs) designed to improve their English language skills and employability.

¹ Job Retention cannot be offered as a standalone service, but must instead be offered in addition to at least one other Component above.

Acronym	SNAP E&T Component	Component Definition
EPIE	Educational Program, Integrated Education and Training or Bridge Programs	Component activities consist of a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for educational and career advancement. Component activities should include a combination of activities falling under both the EPB and EPC Components.
EPWRT	Educational Program, Work Readiness Training	Component activities include work readiness or soft skills training designed to move participants into employment, with a direct link to the local labor market, but that does not participate access to industry-recognized credentials, certifications, and licensure. This Component excludes activities offered under the Job Search Training Component. Activities should be focused on meeting the documented needs of employers.
EPO	Educational Program–Other	Component activities include educational programs that provide post-secondary academic credit and can lead to a degree in a field with a direct link to employment, with a direct link to the local labor market. Note that academic programs that are not designed to lead directly into employment and those at the Bachelor's degree level and above are not eligible for inclusion in SNAP E&T.
<i>Work experience components*</i>		
WBLI	Work-based learning, Internship	Component activities include paid or unpaid internships or externships that provide relevant experience to enter permanent employment opportunities in a related field. If opportunities are paid, individuals may be compensated via wages or a stipend.
WBLI-SUB^	Work-based learning, Internship, Subsidized by E&T	Component activities include paid internships or externships that provide relevant experience to enter permanent employment opportunities in a related field, and where wages are subsidized through SNAP E&T program funds. Individuals may be compensated via wages or a stipend.
WBLOJT	Work-based learning, On-the-job Training	Component activities include on-the-job training experiences where participants can be trained, receive mentorship, and be permanently hired as they become proficient in a particular skillset or job function.
WBLOJT-SUB^	Work-based learning, On-the-job Training, Subsidized by E&T	Component activities include on-the-job training experiences where participants can be trained, receive mentorship, and be permanently hired as they become proficient in a particular skillset or job function; and where wages are subsidized through SNAP E&T program funds.
WBLPA	Work-based learning, Pre-apprenticeship/ Apprenticeship	Component activities consist of active participation in a Registered Apprenticeship program authorized by the District or a federal or state government or active participation in a pre-apprenticeship program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Apprentices must be paid based on their approved wage progression, but pre-apprentices may be paid or unpaid, and any compensation may be through wages or stipends.

Acronym	SNAP E&T Component	Component Definition
WBLPA-SUB [^]	Work-based learning, Pre-apprenticeship/ Apprenticeship, Subsidized by E&T	Component activities consist of active participation in a Registered Apprenticeship program authorized by the District or a federal or state government, or active participation in a pre-apprenticeship program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program; and where wages are subsidized through SNAP E&T program funds. Apprentices must be paid based on their approved wage progression, but pre-apprentices may be paid through wages or stipends.
WBLTJ	Work-based learning, Transitional Jobs	Component activities consist of participation in transitional jobs, defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace. Individuals may be compensated via wages or a stipend.
<i>Work Experience Components (cont.)*</i>		
WBLTJ-SUB [^]	Work-based learning, Transitional Jobs, Subsidized by E&T	Component activities consist of participation in transitional jobs, defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace; and where wages are subsidized through SNAP E&T program funds. Individuals may be compensated via wages or a stipend.
WBLO	Work-based learning–Other, State must provide a description	Other Work-based Learning activities include customized training and work experience activities tailored to the needs of one or more employers, include real-world work settings or simulated work environments, and foster in-depth, firsthand engagement with the tasks required in a career field, that are aligned to curriculum and instruction. These activities must emphasize employer engagement, include specific training objectives, and lead to regular employment. Activities may be paid, or unpaid, and individuals may be compensated via wages or a stipend.
WBLO-SUB [^]	Work-based learning–Other, Subsidized by E&T	Other Work-based Learning activities include customized training and work experience activities tailored to the needs of one or more employers, include real-world work settings or simulated work environments, and foster in-depth, firsthand engagement with the tasks required in a career field, that are aligned to curriculum and instruction; and where wages are subsidized through SNAP E&T program funds. These activities must emphasize employer engagement, include specific training objectives, and lead to regular employment. Individuals may be compensated via wages or a stipend.

* Work Experience Components include programs designed to improve individuals' employability through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment, including subsidized employment and apprenticeships. A SNAP E&T Work Experience Component activity must (1) not provide any work with the effect of replacing the employment of an individual not participating in the employment or training experience program, and (2) provide the same benefits and working conditions provided at the job site to employees performing similar work for comparable hours. Work experience is a planned, structured learning experience in a workplace for a limited period. Work experience may be paid or unpaid and consistent with other laws such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards

apply in any work experience setting where an employee/employer relationship exists as defined by the Fair Labor Standards Act.

All subsidized employment program models supported through SNAP E&T funds must be approved by USDA-FNS. Wages must stop being subsidized through the program when an individual loses SNAP benefits (which may occur with \$1,500 or more in monthly earnings or about 100 hours of work at the District's minimum wage of \$15.20 per hour; though precise maximum incomes for SNAP eligibility may vary based on individual circumstances). Projects may be selected for funding overall but have subsidized employment plans disapproved if additional USDA-FNS reviews do not result in approval.

3. Provide allowable SNAP E&T client reimbursements/expenses and supportive services that are reasonable and necessary to carry out SNAP E&T components.

These expenses may include:

- i. Dependent care costs;
- ii. Transportation expenses to and from SNAP E&T component activities, and job and interview sites;
- iii. Clothing, personal safety items, tools or uniforms, or personal safety items to participate in a SNAP E&T component or to be used for a job
- iv. Licensing and bonding fees for work;
- v. Pre-employment requirements such as drug testing, finger printing, or health screenings;
- vi. Testing fees;
- vii. Application fees for employment, including application fees required to apply for entry into apprenticeship programs;
- viii. Tuition and course registration fees;
- ix. Books or training manuals;
- x. Eye or dental care (only if reasonable and necessary for participation in a SNAP E&T component, only minor work allowed);
- xi. Legal services;
- xii. Laptops or other technology needed to participate in components or employment (technology may be loaned out during participation or purchased for participants); and
- xiii. Internet access – including through home service or mobile wi-fi hotspot.

III. Section III. SCOPE OF SERVICES, Sub-section B. RESPONSIBILITIES OF DHS/ESA, Paragraph 1 is hereby deleted and replaced with the following:

1. “Transfer up to **two hundred four thousand five hundred twenty-seven dollars (\$204,527.00)** in eligible SNAP E&T program expenses to MORCA as reimbursement for eligible SNAP E&T employment and case management services provided.”

IV. Section IV. DURATION OF MOU, is hereby deleted and replaced with the following:

“IV. DURATION OF MOU

- A.** The period of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties before the expiration of this MOU.
- B.** This MOU shall terminate on September 30, 2022, can be extended, contingent upon the availability of funds. This MOU may be extended in one (1) year increments, provided a written notice is given by the party seeking the extension at least thirty (30) days before the expiration date. The MOU shall not extend beyond four (4) option periods from the date of the original MOU (April 16, 2020).
- C.** Exercising an option period is subject to the availability of funds at the time of the exercise of the option.

V. Section VI. FUNDING PROVISIONS, Sub-section A. COST OF SERVICES is hereby deleted and replaced with the following:

- 1. MORCA shall serve two hundred (200) SNAP E&T participants at a total cost that shall not exceed four hundred nine thousand fifty-three dollars (\$409,053.00) in allowable expenditures. In addition, through the use of federal SNAP E&T funding, DHS/ESA shall reimburse MORCA for fifty percent (50%) of all allowable invoiced expenses, not to exceed two hundred four thousand five hundred twenty-seven (\$204,527.00) in total reimbursements. Funding totals are contingent on approval in the FY 2022 DC SNAP E&T State Plan by FNS.
- 2. Only allowable participant and program expenditures incurred by MORCA are reimbursable. MORCA shall not use or commingle funds from this MOU with other federal funds. OMB Circular A-87 further specifies unallowable uses of SNAP E&T funds. Funds may not be used for any of the following purposes:
 - i. In-kind services (any service donated or volunteered).
 - ii. Funds used for SNAP E&T components cannot be already designated as match for another federal program.
 - iii. Services for the purpose of overcoming barriers to SNAP participation that make them exempt from federal work registration altogether, such as mental health, drug or alcohol treatment and rehabilitation programs.
 - iv. Services (including tuition and academic fees) above what is already charged to the public.
 - v. Meals away from home.
 - vi. Other disallowed costs, per OMB Circulars A-21 and A-87. Examples include:
 - a. Bad debt expenses;
 - b. Political contributions;
 - c. Fines and penalties for failure to comply with federal or local laws;
 - d. Legislative expenses;
 - e. Losses not covered by insurance;
 - f. Cost of construction or purchase of facilities or buildings;

- g. Sectarian worship or proselytization;
- h. Refreshments; and
- i. Promotional items and memorabilia.

Items that have already been deemed unallowable by USDA’s Food and Nutrition Service(FNS) include:

- i. Personal computers;
- ii. Living stipends;
- iii. Vehicle purchases;
- iv. Automobile insurance;
- v. Student loans;
- vi. Relocation expenses; and
- vii. Food and Parties.”

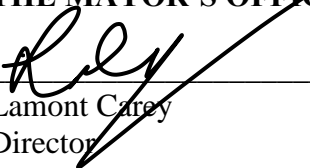
VI. Section VI. FUNDING PROVISIONS, Sub-section B. PAYMENT, Paragraph 1 is hereby deleted and replaced with the following:

- 1. “Payment for all eligible expenses shall be made through an Intra-District payment by DHS/ESA to MORCA based on monthly invoiced and reconciled amounts expended for services and goods, according to this MOU and the MORCA FY 2022 SNAP E&T budget. The total of all invoice payments under this MOU may not exceed two hundred four thousand five hundred twenty-seven dollars **(\$204,527.00).**”

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties have executed this MOU:

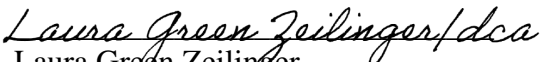
THE MAYOR’S OFFICE ON RETURNING CITIZEN AFFAIRS:



Lamont Carey
Director

Date: 12/9/21

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 11/14/2021

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT OF COLUMBIA MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS
AND
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the Department of Employment Services (DOES) and the Mayor's Office on Returning Citizen Affairs (MORCA) individually referred to herein as "Party" and collectively referred to herein as "Parties".

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance benefits, transitional employment, and referrals to supportive services and educational programs. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DOES through its Division of State Initiatives (DSI) operates Project Empowerment, a transitional employment program serving returning citizens and other individuals facing barriers and in need of specialized employability development services. By offering soft skills training, short-term subsidized employment, job coaching support, ancillary wraparound services, and placement assistance, Project Empowerment prepares residents to secure and maintain gainful full and part time employment supporting the Mayor's Initiative of creating Pathways to the Middle Class.

MORCA connects returning citizens to critical services that aid in their successful reintegration. MORCA works with individuals on eliminating barriers by connecting returning citizens to mental health service providers, housing opportunities, clothing, job preparation assistance, vocational training, and employment. MORCA provides useful information for the empowerment of previously incarcerated persons to create a productive and supportive environment where people may thrive, prosper and contribute to the social, political and economic development of self, family, and community.

II. PURPOSE AND AUTHORITY

The purpose of this MOU between MORCA and DOES is to set forth the terms and conditions under which MORCA will provide services and funding for twenty (20) eligible returning citizens enrolling in and graduating a local Paralegal Studies Program.

The authority for this MOU is D.C. Official Code § 1-301.01(k), any other authority under the Parties' programs.

III. PROGRAM DESCRIPTION

As a strategic initiative, MORCA, through DOES, will partner with a local Paralegal Studies program. Beyond the academic work, participants will also refine other competencies critical to success in the legal profession – analytical and organizational acumen, and verbal and written communication skills. MORCA will provide funding to DOES in the amount of **\$553,117.12** for this initiative.

Exact dates will be determined with mutual consideration of the participant's goals and availability of the Paralegal Studies program's faculty.

DOES will provide eligible participants an hourly training wage during the Program. Once selected as an intern, the participants' hourly wage will be paid by the law firm that selects them as an intern.

IV. RESPONSIBILITIES OF THE PARTIES

A. MORCA shall:

1. Collaborate with DOES in recruiting for and establish eligibility criteria for participation in the Program and select program participants who have submitted the below information:
 - a. Proof of Criminal Conviction
 - b. Proof of Residency Documentation
 - c. Education Requirements
 - d. Personal Statement
 - e. Writing Sample
2. Ensure that participants submit required forms to DOES to qualify each participant for wages from DOES. Required documents include:
 - a. Paralegal Fellowship Application
 - b. Completed on-line registration in DCNetworks.org
 - c. Copy of DMV-issued DC identification
 - d. Social Security Card
 - e. DC D-4 Form
 - f. W-4 Form
3. Provide a physical location for the initial week of orientation/job readiness training.
4. Participate in bi-weekly check-in meetings with DOES to ascertain program progress.

5. Support the re-entry needs of Program fellows, including housing, supervision, and mental health.
6. Collaborate with DOES in creating a closing graduation ceremony for all fellows successfully completing the program and receiving their paralegal certification.

B. DOES shall:

1. Collaborate with MORCA and education partner in recruiting for and establishing eligibility criteria for participation in the Program.
2. Conduct a one-week orientation/job readiness training to cover topics such as self-esteem, self-image, workplace attitudes, workplace expectations, sexual harassment, and corporate attire and etiquette.
3. Administer CASAS testing for each during week one of orientation/job readiness training to assess the aptitude of each participant.
4. Participate in bi-weekly check-in meetings with education partner to ascertain program's progress.
5. Provide job coaching services to Program fellows during orientation, job readiness training, Parts I & II of curriculum coursework and the job interviewing phase of the Program. Subsequent to graduation, assigned job coaches will have in person contact with each interning fellow at a minimum of once per month.

V. EFFECTIVE DATE AND DURATION

This MOU shall be effective on the date of signature by both Parties. The duration of the MOU shall be until September 30, 2022 unless terminated, in writing, 30 calendar days in advance by the parties before the MOU expires. This MOU may be renewed for additional terms by agreement of both parties as long as such a renewal is reduced to writing and is attached to the original MOU. The Parties may extend the term of this MOU for an additional twelve (12) months from the date of expiration if the assessment of the Program is favorable, if there exists appropriated funding, and the Parties memorialize their mutual commitment to extend the MOU in writing, prior to its termination.

VI. FUNDING PROVISIONS

A. TRANSFER OF FUNDS/COST OF SERVICES

1. Total funds to be transferred to DOES in Fiscal Year 2022 under this MOU shall not exceed **\$553,117.12**. Funding for services shall not exceed the actual cost of the goods and services.

2. In the event of termination of the MOU, any payment to DOES shall be held in abeyance until all required fiscal reconciliation.

- VII. ANTI-DEFICIENCY ACT** - The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 , (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.
- VIII. LIABILITY** - Each Party is responsible for its own conduct under this MOU, and retains all defenses, including immunities, available under federal and District of Columbia laws. Neither Party agrees to insure, defend, or indemnify the other.
- IX. EQUAL OPPORTUNITY ASSURANCES** - The Parties to this MOU will fully comply with nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, 29 USCA §3248 and its regulations at 29 Code of Federal Regulations Part 37, which prohibits discrimination due to race, color, religion, sex, national origin, age, disability, or political affiliation, the District of Columbia Human Rights Act, and all other applicable anti-discrimination laws. Additionally, the Parties acknowledge that Mayor's Order 2017-313, dated December 18, 2017, regarding the District's Sexual Harassment Policy applies to third parties doing business in the District, including vendors, contractors, grantees, and customers, and that the Parties, grantees, and customers shall not engage in or allow sexual harassment in the workplace.
- X. PROTECTION OF SENSITIVE INFORMATION** - The Parties shall comply with all applicable laws, regulations, and rules whether now in force or hereafter enacted or promulgated, including the federal and District of Columbia laws governing the disclosure of information or records of drug/alcohol treatment, HIV/AIDS, cancer, mental health and any other information and records protected by federal and District of Columbia privacy laws.
- XI. FULL AGREEMENT AND MERGER** - The terms and conditions of this MOU constitute the full and complete agreement between the Parties. No other verbal or written agreement shall, in any way, vary or alter any provision of this MOU unless both Parties consent to vary or alter the applicable provisions of this MOU in a signed writing.
- XII. PUBLICITY AND MEDIA** - Publicity releases and/or media interviews in connection with the activities of the agreement shall not be undertaken by either Party without prior written approval by the Parties through its Office of the Director, Office of Legislative, Intergovernmental and/or Public Affairs.
- XIII. JOINTLY DRAFTED** - This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party.

XIV. NO THIRD-PARTY BENEFICIARY - This MOU shall not and is not intended to benefit nor to grant any right or remedy to any person or entity that is not a party to this MOU.

XV. TERMINATION - Either DOES or MORCA may terminate this MOU based on the non-performance of the other Party to this MOU upon 30-day written notification to the other Party and a written report on participants receiving services pursuant to this MOU.

XVI. NOTICES

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

For DOES:

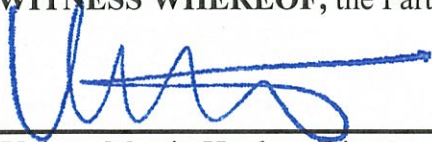
Charles Jones
Deputy Director
Department of Employment Services
4058 Minnesota Avenue, NE
Washington, DC 20019
(202) 631-0510
Charles2.jones@dc.gov

For MORCA

Lamont Carey
Director
Mayor's Office on Returning Citizen Affairs (MORCA)
Executive Office of Mayor Muriel Bowser
2100 Martin Luther King Jr., Ave SE
Suite 100
Washington, DC 20020
(202) 715-7671

B. All notices shall be sent by the most expeditious means available including facsimile, overnight courier, certified or registered mail to the addresses set forth above. Any such notice shall be deemed delivered when received.

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



4/14/22

Dr. Unique Morris-Hughes, Director
Department of Employment Services
Government of the District of Columbia

Date



4/11/2022

Lamont Carey, Director
Mayor's Office on Returning Citizen Affairs
Government of the District of Columbia

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
MAYOR’S OFFICE ON RETURNING CITIZEN AFFAIRS
FOR
FISCAL YEAR 2023**

I. INTRODUCTION

The Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (District) the Department of Human Services (DHS), Economic Security Administration (ESA) (“Buyer Agency”), and the Mayor’s Office on Returning Citizen Affairs (MORCA), (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

This MOU establishes a cooperative and mutually beneficial relationship between the Parties and sets forth the responsibilities of the Parties. Furthermore, this MOU shall detail the terms and conditions for MORCA to provide employment and case management services to participants, defined as Supplemental Nutrition Assistance Program (SNAP) recipients that have been confirmed by DHS to be both eligible and suitable for SNAP E&T program services.

This MOU recognizes that MORCA shall recruit and enroll **four hundred (400)** District residents registered and participating in a MORCA program and are eligible for the SNAP E&T program, including MORCA clients referred to MORCA through DHS/ESA. This allows DHS/ESA to expand the comprehensive range of services available to SNAP E&T clients and provide them with eligible employment and case management services.

In addition, this MOU sets forth the terms and conditions under which DHS/ESA shall transfer up to **three hundred forty-one thousand four hundred eighty-one dollars (\$341,481.00)** for eligible SNAP E&T program expenses to MORCA as reimbursement for eligible SNAP E&T employment and case management services provided.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency shall:

1. Recruit and enroll **four hundred (400)** District residents that are registered and participating in a MORCA program who are eligible for the SNAP E&T program, including customers that are referred to MORCA through DHS/ESA. Eligible SNAP E&T clients are individuals who reside in the District and receive SNAP benefits, are at least sixteen (16) years of age or older, are not receiving Temporary Assistance for Needy Families (TANF) benefits or services and have a goal of obtaining unsubsidized employment.
2. Submit information to DHS/ESA on each proposed participant to confirm their eligibility and suitability for program services using a template provided by DHS/ESA. Information requested on this template may include a proposed participant's name, address, date of birth, Social Security Number (SSN), and suitability documentation for program services offered by MORCA through this MOU. DHS/ESA shall verify SNAP eligibility and suitability of all proposed participants and notify MORCA within five (5) business days. Only individuals that DHS/ESA confirms to be eligible and suitable for program services through this process are eligible to receive SNAP E&T services associated with this MOU.

If a participant loses eligibility for SNAP benefits after their initial verification and enrollment in program services through MORCA, DHS/ESA will notify MORCA. That participant must be removed from SNAP E&T services funded by DHS/ESA and coded in data submissions, except for participants in the Job Retention Component that may continue to be served. MORCA may continue providing services to participants that lose eligibility if they support the full costs for additional services and do not request reimbursement from DHS/ESA. Participants that regain SNAP eligibility may resume receiving services supported through this MOU if confirmed by DHS/ESA.

3. Provide a combination of two (2) or more of the allowable SNAP E&T program Components listed below to each participant. Funds may be used for the outreach, planning, implementation, and operation of these Components. Allowable SNAP E&T program Components consist of these types of services detailed in the table below, grouped under the following categories: Non-Education, Non-Work; Education; and Work Experience:

Acronym	SNAP E&T Component	Component Definition
<i>Non-education, non-work components</i>		
JST	Job Search Training	Component activities consist of employability assessments; training in techniques to increase employability such as interviewing, resume development, and job application techniques; job placement services; other direct trainings or support activities, including educational programs, that can expand the job search abilities or employability of participants. Participants in this Component must be actively seeking employment and receiving sustained support from provider staff.

Acronym	SNAP E&T Component	Component Definition
JR ¹	Job Retention	Component activities consist of coaching, communication, training, or other services designed to ensure job retention after a participant has obtained employment; and assisting participants in obtaining eligible participant supports that are likely to improve retention outcomes. Services must be provided for not less than 30 days but not over 90 days (though providers may use their own resources to support ongoing retention services and other supports). This Component can only be entered after a participant becomes employed and exits all other SNAP E&T Components and cannot be the first Component an individual participates in. If an individual is employed but still receiving SNAP benefits and still pursuing other types of training or job placements, they are not considered in the Job Retention Component.
SET	Self-Employment Training	Component activities include training designed to increase the self-sufficiency of recipients through self-employment, including programs that instruct self-employment ventures. This includes entrepreneurship programs, assistance with developing business plans, access to financing, and other supports to start a new business. This Component should be used only for programs where the primary outcome goal for participants is starting their own business rather than moving into employment.
<i>Education Components</i>		
EPB	Educational Program, Basic Education and Foundational Skills Instruction.	Component activities include adult basic education, basic literacy, instruction leading to high school equivalency (including GED or high school diploma), and developmental or remedial education. Participants must be adults or out-of-school youth aged 16, and older who are re-engaging their education to improve their employability. Participants may already have attained high school equivalency if they are otherwise basic skills deficient or need instruction to meet the Educational Functional Level (EFL) requirements of another employment-focused program.
EPC	Educational Program, Career and Technical Education Programs or Other Vocational Training	Component activities include career and technical education programs or vocational training. Programs operating under this Component must provide participants with access to industry-recognized credentials, certifications, and licensure designed to move participants into employment, with a direct link to the local labor market. Programs under this Component should not include basic education instruction or credentials or lead to a post-secondary degree (see other Components for those circumstances).
EPEL	Educational Program, English Language Acquisition	Component activities include English Language Acquisition or instruction for English learners (ELs) designed to improve their English language skills and employability.

¹ Job Retention cannot be offered as a standalone service but must instead be offered in addition to at least one other Component above.

Acronym	SNAP E&T Component	Component Definition
EPIE	Educational Program, Integrated Education and Training or Bridge Programs	Component activities consist of a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for educational and career advancement. Component activities should include a combination of activities falling under both the EPB and EPC Components.
EPWRT	Educational Program, Work Readiness Training	Component activities include work readiness or soft skills training designed to move participants into employment, with a direct link to the local labor market, but that does not participate access to industry-recognized credentials, certifications, and licensure. This Component excludes activities offered under the Job Search Training Component. Activities should be focused on meeting the documented needs of employers.
EPO	Educational Program–Other	Component activities include educational programs that provide post-secondary academic credit and can lead to a degree in a field with a direct link to employment, with a direct link to the local labor market. Note that academic programs that are not designed to lead directly into employment and those at the Bachelor's degree level and above are not eligible for inclusion in SNAP E&T
<i>Work experience Components*</i>		
WBLI	Work-based learning, Internship	Component activities include paid or unpaid internships or externships that provide relevant experience to enter permanent employment opportunities in a related field. If opportunities are paid, individuals may be compensated via wages or a stipend.
WBLI-SUB^	Work-based learning, Internship, Subsidized by E&T	Component activities include paid internships or externships that provide relevant experience to enter permanent employment opportunities in a related field, and where wages are subsidized through SNAP E&T program funds. Individuals may be compensated via wages or a stipend.
WBLOJT	Work-based learning, On-the-job Training	Component activities include on-the-job training experiences where participants can be trained, receive mentorship, and be permanently hired as they become proficient in a particular skillset or job function.
WBLOJT-SUB^	Work-based learning, On-the-job Training, Subsidized by E&T	Component activities include on-the-job training experiences where participants can be trained, receive mentorship, and be permanently hired as they become proficient in a particular skillset or job function; and where wages are subsidized through SNAP E&T program funds.
WBLPA	Work-based learning, Pre-apprenticeship/ Apprenticeship	Component activities consist of active participation in a Registered Apprenticeship program authorized by the District or a federal or state government or active participation in a pre-apprenticeship program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Apprentices must be paid based on their approved wage progression, but pre-apprentices may be paid or unpaid, and any compensation may be through wages or stipends.

Acronym	SNAP E&T Component	Component Definition
WBLPA-SUB [^]	Work-based learning, Pre-apprenticeship/ Apprenticeship, Subsidized by E&T	Component activities consist of active participation in a Registered Apprenticeship program authorized by the District or a federal or state government, or active participation in a pre-apprenticeship program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program; and where wages are subsidized through SNAP E&T program funds. Apprentices must be paid based on their approved wage progression, but pre-apprentices may be paid through wages or stipends.
WBLTJ	Work-based learning, Transitional Jobs	Component activities consist of participation in transitional jobs, defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace. Individuals may be compensated via wages or a stipend.
<i>Work Experience Components (cont.) *</i>		
WBLTJ-SUB [^]	Work-based learning, Transitional Jobs, Subsidized by E&T	Component activities consist of participation in transitional jobs, defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace; and where wages are subsidized through SNAP E&T program funds. Individuals may be compensated via wages or a stipend.
WBLO	Work-based learning—Other, State must provide a description	Other Work-based Learning activities include customized training and work experience activities tailored to the needs of one or more employers, include real-world work settings or simulated work environments, and foster in-depth, firsthand engagement with the tasks required in a career field, that are aligned to curriculum and instruction. These activities must emphasize employer engagement, include specific training objectives, and lead to regular employment. Activities may be paid, or unpaid, and individuals may be compensated via wages or a stipend.
WBLO-SUB [^]	Work-based learning—Other, Subsidized by E&T	Other Work-based Learning activities include customized training and work experience activities tailored to the needs of one or more employers, include real-world work settings or simulated work environments, and foster in-depth, firsthand engagement with the tasks required in a career field, that are aligned to curriculum and instruction; and where wages are subsidized through SNAP E&T program funds. These activities must emphasize employer engagement, include specific training objectives, and lead to regular employment. Individuals may be compensated via wages or a stipend.

*Work Experience Components include programs designed to improve individuals' employability through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment, including subsidized employment and apprenticeships. A SNAP E&T Work Experience Component activity must (1) not provide any work with the effect of replacing the employment of an individual not participating in the employment or training experience program, and (2) provide the same benefits and working conditions provided at the job site to employees performing similar work for comparable hours. Work experience is a planned, structured learning experience in a workplace for a limited period. Work experience may be paid or unpaid and consistent with other laws such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards

apply in any work experience setting where an employee/employer relationship exists as defined by the Fair Labor Standards Act.

All subsidized employment program models supported through SNAP E&T funds must be approved by United States Department of Agriculture (USDA)-Food and Nutrition Service (FNS). Wages must stop being subsidized through the program when an individual loses SNAP benefits (which may occur with \$1,500 or more in monthly earnings or about 100 hours of work at the District's minimum wage of \$16.10 per hour; though precise maximum incomes for SNAP eligibility may vary based on individual circumstances). Projects may be selected for funding overall but have subsidized employment plans disapproved if additional USDA-FNS reviews do not result in approval.

4. Provide allowable SNAP E&T client reimbursements/expenses and supportive services that are reasonable and necessary to carry out SNAP E&T Components. These expenses may include:
 - i. Dependent care costs;
 - ii. Transportation expenses to and from SNAP E&T Component activities and job and interview sites;
 - iii. Clothing, personal safety items, tools or uniforms, or personal safety items to participate in a SNAP E&T Component or to be used for a job;
 - iv. Licensing and bonding fees for work;
 - v. Pre-employment requirements such as drug testing, fingerprinting, or health screenings;
 - vi. Testing fees;
 - vii. Application fees for employment, including application fees required to apply for entry into apprenticeship programs;
 - viii. Tuition and course registration fees;
 - ix. Books or training manuals;
 - x. Eye or dental care (only if reasonable and necessary for participation in a SNAP E&T Component, only minor work allowed);
 - xi. Legal services;
 - xii. Laptops or other technology needed to participate in Components or employment (technology may be loaned out during participation or purchased for participants); and,
 - xiii. Internet access—including through home service or mobile wi-fi hotspot.

B. RESPONSIBILITIES OF BUYER AGENCY

DHS/ESA shall:

1. Transfer up to **three hundred forty-one thousand four hundred eighty-one dollars (\$341,481.00)** in eligible SNAP E&T program expenses to MORCA as reimbursement for eligible SNAP E&T employment and case management services provided.
2. Share relevant information from initial assessments conducted by SNAP E&T staff with client permission to assist with service coordination for referred clients.
3. Conduct data matches to confirm that participants are eligible to participate in SNAP E&T programs and that active participants remain eligible. DHS/ESA shall verify SNAP eligibility and return a list of verified clients back to MORCA within five (5) business days and will notify MORCA of any changes in eligibility status

on a monthly basis. Only clients who DHS/ESA verifies as eligible for SNAP are eligible to receive services associated with this Award.

4. Accept referrals of clients from MORCA who may benefit from services provided by DHS/ESA staff and/or other external service providers.
5. Maintain a data sharing agreement with MORCA to designate DHS/ESA and MORCA as the District of Columbia Office of the State Superintendent of Education's (OSSE) authorized representative for the purpose of complying with the Family Educational Rights and Privacy Act (FERPA) of 1974, effective August 21, 1974 (Pub. L. No. 93-380, 20 U.S.C. §1232g, *et seq.*) as amended and corresponding regulations codified at 34 CFR Part 99 in all respects. OSSE's role is to conduct data matches with MORCA for educational, secondary educational credentialing, trainings, certificate and nationally recognized credentialing, as well as employment and internships retention for purposes of this MOU, in gathering data and stats for participants of MORCA's SNAP E&T supported programs.
6. Obtain approval from the USDA-FNS for all provisions within this MOU, including through the submission of relevant content in the fiscal year 2020 DC SNAP E&T State Plan and any required modifications. The budget and additional MORCA program details will be included in the State Plan.
7. Establish budget authority with the District's Office of the Chief Financial Officer (OCFO) to reimburse MORCA for eligible costs.
8. Assist MORCA in ensuring that all services conducted under this MOU represent a supplement to existing services and programs and do not supplant any existing services.

C. JOINT RESPONSIBILITIES

MORCA and DHS/ESA shall:

1. Maintain on-going communications regarding SNAP E&T program operations, including monthly partner meetings and regular check-ins between DHS/ESA SNAP E&T grants management staff and MORCA program staff.
2. Collaborate on participant case management when applicable and referrals of clients to appropriate services.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2022 through September 30, 2023, unless early terminated pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least 30 days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost to the Buyer Agency for providing services to **four hundred (400)** SNAP E&T participants under this MOU shall not exceed **six hundred eighty-two thousand nine hundred sixty-two dollars a (\$682,962.00)** in allowable expenditures for Fiscal Year (FY) 2023. The total cost of the goods and/or services is based on federal SNAP E&T funding to which DHS/ESA shall reimburse MORCA for forty percent (40%) of all allowable invoiced expenses, excluding participant reimbursement and subsidized employment expenses, which may be invoiced at fifty percent (50%) of allowable invoiced expenses, not to exceed **three hundred forty-one thousand four hundred eighty-one dollars (\$341,481.00)** in total reimbursements. Funding totals are contingent on approval in the Fiscal Year (FY) 2023 DC SNAP E&T State Plan by FNS.

B. PAYMENT

1. Within 30 days after this MOU is fully executed the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

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

IX. COMPLIANCE MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

Buyer Agency

Lamont Carey
Director
2100 Martin Luther King Jr. Avenue, S.E.
Suite 100
Washington, DC 20020
Email: Lamont.carey@dc.gov

Seller Agency

Carlous Price
SNAP E&T Program Analyst
2100 Martin Luther King Jr. Avenue, S.E.
Suite 100
Washington, DC 20020
Email: Carlous.price@dc.gov
Phone: (202) 299-3554

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to DHS/ESA representatives and MORCA's representatives for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of DHS/ESA and MORCA for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

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

THE MAYOR’S OFFICE ON RETURNING CITIZEN AFFAIRS:

Lamont Carey
Director

Date: _____

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger

Laura Green Zeilinger
Director

Date: 11/04/2022

OFFICE OF RETURNING CITIZEN AFFAIRS (RCO)
 FY 2023 Schedule A
 As of 01/19/2023

Vacancy Status	LOCAL	FEDERAL	INTRA-DISTRICT	TOTAL
Filled	11.00	6.00	0.00	17.00
Vacant	2.00	0.00	0.00	2.00
Total	13.00	6.00	0.00	19.00

Agency	Fund Code	Fund Type	Agency Fund	Agency Fund Detail	Program Code	Center	Cost Center Title	Project Number	Project Phase	Position Number	Name	Title	Grade	Step	Salary	Fringe - 22.6%	Hire Date	Length of Time with Agency - In Years and Months (as of 01/19/23)	Position Status	Vacancy Status	FTE x Dist %	Reg/Temp/Term	Filled by Law Y/N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00091375	Carey,Lamont	Director	E1	0	116,555	26,341	10/19/19	3.25	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00099774	Seide,Jordan P	Director of Operations	6	0	95,426	21,566	11/22/19	3.17	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00102642	Maunga,Sylvie Mbanga	Supvy Outreach & Svcs Spec	6	0	89,000	20,114	06/06/22	0.58	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00099886	Boston,Joyce-Nikole	Supervisory Case Manager	6	0	85,791	19,389	10/01/17	5.25	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00091377	Smith,Lyndriell	Case Manager	5	0	76,880	17,375	04/20/20	2.67	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00094127	Huff,LaRoya	Case Manager	5	0	76,880	17,375	02/02/18	4.92	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00075344	Bass,Cammren	Outreach & Service Specialist	5	0	69,480	15,702	11/22/19	3.17	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00059775	Jackson,Alissa D.	Case Manager	5	0	76,880	17,375	02/16/18	6.92	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00094128	Taylor,Ciara	Case Manager	5	0	75,744	17,118	07/30/18	4.42	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00097019	Tapp,Ford,Marquis	Outreach & Service Specialist	5	0	68,480	15,702	04/22/19	3.67	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00091374	Harris,Bobby P	Outreach & Service Assistant	3	0	67,383	15,229	02/14/22	0.92	Active	Filled	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00091376		Workforce Dev Spec Manager	5	0	83,201	18,403			Active	Vacant	1.0	Regular	N			
RCO	1010001	LOCAL FUND	1010001	LOCAL FUNDS	800184	80256	RETURNING CITIZEN AFFAIRS			00099778		Program Support Specialist	11	0	65,285	14,754			Active	Vacant	1.0	Regular	N			
RCO	4015918	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	800184	80256	RETURNING CITIZEN AFFAIRS			00105621	Moore,Joyce	Supvy Outreach & Svcs Spec	6	0	85,791	19,389	10/04/21	1.25	Active	Filled	1.0	Regular	N			
RCO	4015918	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	800184	80256	RETURNING CITIZEN AFFAIRS			00105525	Kelley,Philip	Community Outreach Specialist	11	2	67,383	15,229	01/03/22	1.00	Active	Filled	1.0	Term	N			
RCO	4015918	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	800184	80256	RETURNING CITIZEN AFFAIRS			00105526	Johnson,Pugh,Raina	Community Outreach Specialist	11	1	65,285	14,754	09/06/22	0.33	Active	Filled	1.0	Term	N			
RCO	4015918	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	800184	80256	RETURNING CITIZEN AFFAIRS			00105527	Jackson,Micheal D	Community Outreach Specialist	11	2	67,383	15,229	11/15/21	1.17	Active	Filled	1.0	Term	N			
RCO	4015918	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	800184	80256	RETURNING CITIZEN AFFAIRS			00105528	Nkemah,N Jayne A.	Community Outreach Specialist	11	2	67,383	15,229	11/15/21	1.17	Active	Filled	1.0	Term	N			
RCO	4015918	FEDERAL PAYMENTS	4015918	ARPA - MUNICIPAL	800184	80256	RETURNING CITIZEN AFFAIRS			00105529	Lawson,William T.	Community Outreach Specialist	11	2	67,383	15,229	11/15/21	1.17	Active	Filled	1.0	Term	N			
																							19.0			