

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

The mission of the DC Department of Human Services is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services.

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

DHS works with the Mayor's Office of Budget and Performance Management and the Office of the Deputy Mayor for Health and Human Services to develop our annual budget. The FY23 and upcoming FY24 agency budgets submitted as part of the Mayor's budget submissions reflect those efforts.

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.

<i>Citation</i>	<i>Description of the requirement</i>	<i>Deadline</i>	<i>Most recent submission [note date, month, year as appropriate]</i>	<i>Description of whether the agency is in compliance ["in compliance" or "pending"]</i>
<i>D.C. Official Code § 4-754.53(c)</i>	<i>Report on Shelter Monitoring</i>	<i>Annually</i>	<i>1/31/23</i>	<i>In Compliance</i>
<i>D.C. Official Code § 4-756.04.</i>	<i>Report on data from the Interim Eligibility Program</i>	<i>Annually by February 1 to the ICH and DC Council</i>	<i>2/4/2023</i>	<i>In Compliance; additional time required to ensure data integrity</i>
<i>D.C. Official Code § 4-771.01(e)</i>	<i>Report on the operations and services of the Homeless Prevention Program</i>	<i>Annually by January 1 to the DC Council</i>	<i>1/1/2023</i>	<i>In Compliance</i>

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

Emergency Rental Assistance Program (ERAP), 29 DCMR § 7500, et seq. Final Rulemaking published August 5, 2022.

Background: This Rulemaking revises standards to administer the District's Emergency Rental Assistance Program (ERAP) to align with the Emergency Rental Assistance Reform Temporary Amendment Act of 2021, effective February 18, 2022 (D.C. Law 24-60; 68 DCR 13214) (the "Amendment Act"), to reform ERAP to aid tenants in their recovery from the Covid-19 public

health emergency and to reduce administrative barriers to ERAP payments for tenants in need. The Amendment Act amended the Homeless Services Reform Act of 2005 (HSRA), effective October 22, 2005, to include new eligibility requirements, standards for total payments of ERAP funds, and modified standards during a public health emergency. This rulemaking clarifies the new standards and ERAP operations as required under the Emergency Act.

Targeted Affordable Housing (TAH) Program, 29 DCMR § 2570 – 73. Emergency and Proposed Rulemaking published June 10, 2022. Second Emergency Rulemaking published September 30, 2022. Third Emergency Rulemaking pending. Final Rulemaking submitted to Council with expected approval March 2, 2023.

The purpose of these Emergency and Proposed rules is to amend the existing Chapter 25 of the DC Municipal Regulations to include requirements and procedures for the DHS TAH Program, which supports individuals and families in maintaining housing with a permanent housing voucher. Chapter 25 includes the main body of regulations implementing the Homeless Services Reform Act of 2005 (“HSRA”) (effective October 22, 2005, D.C. Law 16-35, D.C. Official Code § 4-751.01, *et seq.*) and governing the District’s homeless services programs administered by DHS. Emergency action is necessary to promote the immediate preservation of the health, safety, and welfare of District residents who are homeless or at risk of experiencing homelessness by permitting DHS to administer TAH in compliance with the HSRA. These Emergency and Proposed Rules also satisfy the Agency’s requirement under the Local Rent Supplement Program Enhancement Emergency Amendment Act of 2021, to promulgate emergency rules “governing the referral of applicants to the [District of Columbia Housing] Authority for tenant-based voucher assistance, including eligibility criteria for Targeted Affordable Housing.” See section 2042(b)(3) of the Fiscal Year 2022 Budget Support Emergency Act of 2021, effective August 23, 2021 (D.C. Act 24-159; 68 DCR 8602).

Medicaid Housing Supportive Services (HSS) and Provider Certification Standards, 29 DCMR § 7400, et seq. Emergency and Proposed Rulemaking published June 17, 2022. Second Emergency Rulemaking published August 5, 2022. Second Proposed and Third Emergency Rulemakings are pending.

These emergency and proposed rules establish standards to administer the new 1915(i) State Plan Home and Community-Based Services (HCBS) Housing Supportive Services (HSS) benefit and conditions of participation for entities delivering these services. HSS are services that focus on helping District Medicaid beneficiaries who are homeless or at risk of homelessness find and maintain permanent housing in the community, build independent living and tenancy skills, and connect them to community resources. The benefit is targeted to people with disabilities or complex health needs, who often experience significant barriers to accessing care and housing. DHS will operate the new HSS benefit in conjunction with the District Department of Health Care Finance (DHCF). DHCF has proposed adoption of corresponding rules in Chapter 103 (Medicaid Reimbursement for Housing Supportive Services) to Title 29 (Public Welfare) of the DCMR. These rules establish HSS eligibility, enrollment procedures, provider requirements, provider certification procedures, and rates for provider reimbursement under the District’s Medicaid program. In addition, for the purpose of maintaining uniform housing-related supportive services

standards between HSS and the Permanent Supportive Housing (PSH) programs, these rules also establish reimbursement rates for PSH services in Chapter 25.

Career Mobility Action Plan (Career MAP) Program, 29 DCMR § 13000, et seq. Emergency and Proposed Rulemaking published October 7, 2022. Second Emergency and Proposed Rulemaking in draft.

The Rulemaking establishes the standards to administer the District of Columbia's new Career MAP program. Through Career MAP, DHS will provide supports and services to remove obstacles that low-income District households confront as they pursue higher income through employment. The purpose of the Rulemaking is to set the initial and ongoing eligibility requirements, define the available supports and services, and clarify the grounds for Career MAP sanctions. The initial pilot phase of Career MAP will serve a cohort of six hundred (600) households exiting the District's Family Re-Housing and Stabilization Program (FRSP).

Fiscal Year 2022 Temporary Assistance for Needy Families Payment Levels, Final Rulemaking published April 22, 2022.

The cash assistance payment rates increase each fiscal year pursuant to District law (D.C. Official Code § 4-205.52) based on the consumer price index. DHS is required to update its corresponding regulations at 29 DCMR § 7200 and 29 DCMR § 5814.5 to notify the public of the updated dollar amounts for the cash assistance program payment levels.

Fiscal Year 2023 Temporary Assistance for Needy Families Payment Levels, Proposed published December 2, 2022. Final is in draft.

The cash assistance payment rates increase each fiscal year pursuant to District law (D.C. Official Code § 4-205.52) based on the consumer price index. DHS is required to update its corresponding regulations at 29 DCMR § 7200 and 29 DCMR § 5814.5 to notify the public of the updated dollar amounts for the cash assistance program payment levels.

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.

Local:

Title I and II of the Emergency Rental Assistance Reform and Career Mobility Action Plan Program Establishment Amendment Act of 2022, enacted January 10, 2023 (DC Act 24-725; 70 DCR 538) (“the Act”). The Act has been submitted to Congress and its projected law date is March 16, 2023.

Title I makes permanent previous temporary amendments to the Homeless Services Reform Act of 2005 that established higher award amounts and streamlined eligibility determination processes for the Emergency Rental Assistance Program. In addition to maintaining ERAP amendments that had been enacted in response to the COVID-19 pandemic, the ERAP provisions also amend section 501 of the Rental Housing Act of 1985. Under these amendments, an eviction proceeding for nonpayment of rent shall be stayed pending the outcome of an application for ERAP assistance.

In some circumstances, the landlord must push back a scheduled eviction date at least three weeks to allow the application to be processed.

Title II authorizes DHS to establish and administer the Career MAP program to reduce and remove obstacles that low-income households confront as they pursue higher incomes through employment, including a decrease in public benefits that may result from an increase in a household's income. The legislation authorizes DHS to provide non-entitlement support services to offset loss of other benefits, address short-term household emergencies, and support career advancement activities, subject to funding availability, for up to five years to low-income District residents currently participating in other housing assistance programs; issue grants to service providers to administer aspects of the program; create additional eligibility criteria and select participants through an application and lottery process; promulgate rules; and, disregard Career MAP benefits in eligibility and benefit calculations performed under the District's Public Assistance Act. The legislation also sets forth confidentiality provisions, provides for fair hearings consistent with procedures under the Homeless Services Reform Act of 2005, and requires DHS to provide written notice of adverse actions.

This legislation allowed DHS to move forward with implementing the Career MAP program. It also provides DHS with the necessary flexibility to ensure that program benefits can be provided in a way that prevents families from losing resources before they can attain higher earnings that give them an opportunity to advance into the middle class.

GIVE SNAP A RAISE (DC Act 24-733): This legislation was passed subject to appropriations and has not been funded. The Fiscal Impact statement concluded that the Bill required \$51.2 million in Fiscal Year (FY) 23 and a total of \$213.2 million over the four year FY23-FY26 budget and financial plan to implement. The FY23-FY26 budget and financial plan had insufficient funds to implement. If it is ever funded, the law will, update all references to "Food Stamps" in the District Food Stamp Expansion Act of 2009 to "SNAP;" and, create a locally-funded food assistance benefit equal to 10% of a Supplemental Nutrition Assistance Program (SNAP) household's maximum Federal SNAP benefit for its household size. For households entitled to the District-funded minimum SNAP benefit to bring their food assistance up to at least \$30, the new locally-funded "raise" benefit would be paid in addition to the minimum benefit.

If the legislation is funded, it will help alleviate food insecurity for District residents. Today, approximately 8,000 households received the Local SNAP Supplement (LSS), which brings the minimum SNAP benefit to \$30. If funded, all 80,000 households in the District would receive a local supplement equal to ten percent of the maximum SNAP grant for their household size.

Migrant Services and Supports Temporary Amendment Act of 2022, D.C. Act 24-618. This legislation provides the Mayor with the necessary authority to implement services and supports for recent immigrants to the United States who are present in the District.

Through the creation of the Office of Migrant Services (OMS), DHS has helped to receive and process 2,206 migrants arriving on 57 buses since October 6, 2022. As of February 2, 2023, OMS has provided accommodations for 293 families (comprising of 1,003 individuals) in temporary lodging. OMS provides food and safe shelter, case management services, access to

services such as: medical treatment, vaccinations. school enrollment and connections to legal services.

Federal:

The Consolidated Appropriations Act, 2023, Pub. L. No. 117-328: This Act sets the sunset dates for Emergency Supplemental Nutrition Assistance Program (SNAP) benefits, creates a summer EBT program, and sets the start of the unwinding period for Medicaid continuous enrollment.

Sunset of Emergency Allotments

- DC will be paying out **~\$14M** less in benefits every month, or **~\$168M** less per year, with a total of **~\$372M** in benefits between April 2020 and February 2023. This will affect purchasing power for residents, especially during a period of inflation and high food prices. It will also affect the local economy since this money is generally spent quickly at local food stores.
- Every family receiving SNAP will feel the impact of this loss; that represents **~90k** households who will now have a harder time accessing food
- The loss of EA will vary among households depending on the difference of their SNAP grant and the maximum federal allotment. Some families may only feel the loss of \$10, while another may see hundreds disappear each month.

Summer EBT/P-EBT Sunset

- Summer **EBT** means the final end to **P-EBT**
 - **P-EBT** paid over **85K** children over **\$60M** during FY 21-22, which will also be a loss to the same District families missing other benefits
 - Summer 2022 **P-EBT** paid each eligible child **\$391**
- The new Summer **EBT** program is extremely difficult to administer and will pay residents only a fraction of the benefit of Summer P-EBT
 - Summer **EBT** will only provide **\$40** per month per eligible child (**\$120** if they are eligible for the entire summer)
 - It also excludes children under the age of 6 who are not enrolled in school
- The program becomes much more difficult to administer
 - The program used to be 100% paid by FNS/USDA, but Summer EBT will only be paid 50%
 - Funding is not guaranteed across fiscal years, which makes it difficult to manage a seasonal program that requires a call center
 - Benefits must all be paid by September 30 each year, which is usually when the benefits are actually distributed. This means that on the first day of the most difficult work (handling customer inquiries, corrections, and complaints), funding is not guaranteed or secured.

Unwinding for Medicaid continuous enrollment

- **Workload**
 - Medicaid provides services for **~305k** individuals in the District, which is an increase, partially due to the requirement to continue all Medicaid benefits automatically.

- Prior to the start of the pandemic, the caseload had been ~**254k**, so there was a 20% increase in caseload during the PHE.
 - Given current enrollment, an estimated **80k Medicaid** cases (including cases with family members whose eligibility is determined together) due for renewal over the next year **cannot be redetermined without additional information**. These are referred to as non-passive renewals, which may require service center assistance.
 - The remaining **112k** will be redetermined automatically, based on data that DC can obtain through data sources we already use.
- **Coverage**
 - With the advent of renewals, there will be customers who no longer qualify for Medicaid who have been receiving coverage for some amount of time. We are expecting **at least 10% of Medicaid beneficiaries** may lose coverage due to ineligibility over the course of the year, as the renewals are staggered by initial application month.
 - Some customers will also experience a gap in coverage, even though they will retain eligibility, because they either do not recertify, or they recertify too late. It is not possible to estimate this number with the information available in this ever-changing landscape.

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

See Attachment 6/7.

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.

See Attachment 6/7.

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.

Office of Migrant Services

In FY22, DHS established the Office of Migrant Services to provide support and services to migrants being bused to Washington, DC from Texas and Arizona. Through the office, the District will be able to set up a framework to:

- Meet all buses and facilitate onward travel;
- Triage the needs of people arriving in Washington, DC and attend to their basic needs; and
- Set up a system, distinct from the homeless services system, that is tailored to the needs of migrants and ensures the District's response to this humanitarian crisis is consistent and well-coordinated.

The Office of Migrant Services provides support with reception, respite, meals, temporary accommodations, urgent medical needs, transportation to final destinations, connection to resettlement services, translation services, and other needs as they are determined. The District allocated an initial \$10 million to stand up the new office and support organizations working in the field and will seek reimbursement from the federal government.

Taylor Street Reopening

In FY22 DHS reopened a modernized Taylor Street Service Center. The center received a \$5.2 million renovation, including the following features for customers and staff:

- A centralized monumental staircase to improve flow of visitors throughout the center;
- Modernized training rooms and conference center, and meeting spaces;
- Staff health and wellness, brainstorming, and phone rooms;
- A new children’s area in the customer queue and waiting space, which includes upgrades to reduce ambient noise, improve lighting, and contribute to general wellbeing;
- The center’s new layout was redesigned to allow natural light to flow to all work stations; and,
- New kiosks and computer stations for clients to complete applications online.

One-Time Back to School Payment

In FY22, the Department of Human Services issued a one-time, back-to-school payment of \$1,000 to approximately 15,000 District families who are enrolled in the Temporary Assistance for Needy Families (TANF) program. The cash payments provided 15,000 District families with a financial boost to help cover the cost of new uniforms, school supplies, shoes, and anything else families might need to help both students and adults have a strong start to the school year.

LGBTQ+ Shelter for Adults

In FY22, DHS opened the District’s first low-barrier shelter that is specifically dedicated to providing shelter and services to District residents who are experiencing homelessness and identify as LGBTQ+. The agency utilized American Rescue Plan Act (ARPA) funding to establish and operate the 40-bed shelter for unaccompanied adults, 25 years of age and older, who identify as LGBTQ+.

The shelter provides trauma-informed case management services including mental health, substance abuse treatment, medical, and victims’ services. It is common for individuals who are experiencing homelessness and identify as LGBTQ+ to have had traumatic experiences before and during episodes of homelessness, including physical or sexual assault. Past and present trauma, along with social isolation, mental illness, substance use, and the perils of poverty, can create barriers and challenges for LGBTQ+ individuals and the providers working with them. The shelter creates a secure and welcoming space for LGBTQ+ adults experiencing homelessness, delivers culturally specific services to the population, and addresses the unique income and housing challenges experienced by this population. Wrap around services are available on site to support residents with job placement, education services, housing connections, and other key services.

801 East Opening

In FY22 DHS opened the 801 East Men’s Shelter on the St. Elizabeth’s East campus in Ward 8. The 88,000 square-foot, 396-bed facility includes a low-barrier shelter, a work bed program, beds reserved for seniors and individuals with medical needs, as well as capacity to expand during hypothermia season. The facility also includes a new daytime services center with a mail room, computer lab, barbershop, and laundry facility. In addition to the dedicated senior program, work bed program, and medical respite program, other on-site resources include housing-focused case management, behavioral health and harm reduction supports, and a culinary training program.

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.

See below and Attachment 9.

Division	Name, Title	Roles/Responsibilities	FTEs on board (as of 2/14/23)	Vacant/ Frozen* (as of 2/14/23)	FTEs (as of 2/14/23)
Economic Security Administration (ESA)	Anthea Seymour, Administrator	ESA determines and maintains eligibility for cash, food, child care, and medical benefits. ESA also, through a Two Generational approach, administers the Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) Employment and Training programs, which provides employment and training-related activities designed to improve long-term employability and sustaining income.	691	184	875

Family Services Administration (FSA)	Rachel Pierre, Administrator	FSA provides an array of social services and supports for District residents to solve crises, strengthen families, and connect residents to resources and programs to improve their well-being. FSA manages a system of care to make homelessness rare, brief and non-recurring; administers a system of services and supports for youth who are at-risk of court involvement, school disengagement, homelessness and repeat teen pregnancy; and provides crisis-intervention services for families and refugees.	331	110	441
Office of the Director (OD)	Tania Mortensen, Chief Operating Officer	The Office of the Director provides executive management, policy direction, strategic and financial planning, human capital management, information technology, capital programs, legislative and community relations, legal guidance, and performance management. The Office of Program Review, Monitoring, and Investigation includes agency risk management, fraud investigation, homeless shelter monitoring, and a quality control division.	184	31	215
Total			1206	322	1,531

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

There are no changes to highlight.

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.

See Attachment 11.

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.

No employees were detailed to DHS from another agency.

Employee Name	Detailed To	Detailed From	Date of Detail	Detail End Date	Reason for Detail
<i>Traci Lindsey</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Leon Fields, III</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Lloyd Osei</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Donna Eastmond</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Opal Waldron</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Jacob Jelks</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Daniel Goodman</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Karla Chandler</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>George Parker</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Catrice Simpson</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Dannette Johnson</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>

<i>Joy Keith</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Alethea Barnes</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Shernise Saunders</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Jeanette Canty</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Lester Cuffie</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Ruth Nivar</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Gyasi Payton</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Charles Omekam</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>George Marion, Jr.</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Tawanna Edwards</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>
<i>Mary Williams</i>	<i>DHCF</i>	<i>DHS</i>	<i>10/2/22</i>	<i>10/1/23</i>	<i>Housing of policy and eligibility for special programs under one agency to allow for greater efficiencies</i>

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;*

See Attachment 13a.

Note: There are multiple staff members with more than one cellphone/mifis on the report provided. They are provided to the respective DHS staff members as part of the agency operations for COVID responses (ISAQ & PEPV Sites) and/or Shelter Care Wi-Fi needs.

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;

See Attachment 13b.

c. A list of travel expenses, arranged by employee for FY22 and FY23, to date, including justification for travel

See Attachment 13c.

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.

FY2022			
Indemnity	Indemnity	Medical	Legal
FY22 Totals (11 employees)	\$24,163.14	\$40,306.05	\$4,767.23
FY2023			
FY23 Totals (6 employees)		\$3,760.11	
Grand Totals	\$24,163.14	\$44,066.16	\$4,767.23

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?

In FY22 the total cost of mobile communications and devices for DHS was \$40,156.14. DHS has not yet incurred any mobile communication and devices cost for FY23 as we haven't issued any new cellphones/hotspots or paid bills as of yet.

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.

See Attachment 15/16.

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.

See Attachment 15/16.

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.

During FY22 – Non-Union staff received 1.5% FY21 COLA and Union staff received 3.5% Bonus. During FY23 – Non-Union staff received 3.5% Bonus payments; 2.5% increase to both Non-Union and Union pay scales

T.M., FY22 Severance Pay, \$2,870.99

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.

Collective Bargaining Working Conditions Agreement between the American Federation of Government Employees, Local 1403 (AFGE), District of Columbia and The Office of the Attorney General Effective through 9/30/2023

Compensation Agreement between The District of Columbia, The Office of the Attorney General, and The American Federation of Government Employees, Local 1403 (AFGE), Effective 10/1/2020 - 9/30/2023

Master Agreement Between American Federation of State, County and Municipal Employees and The Government of the District of Columbia, Effective 10/20/2010

Compensation Collective Bargaining Agreement between The District of Columbia and Compensation Units 1 and 2, Effective 10/1/2021 - 9/30/2025

See Attachment 18 for Agreements.

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

See Attachment 19/22.

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:

- 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.*

See Attachment 20.

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.*

See Attachment 21.

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.*

See Attachment 22.

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.*

See Attachment 23.

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.*

See Attachment 24.

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.***

DHS works with the Mayor's Office of Budget and Performance Management and the Office of the Deputy Mayor for Health and Human Services to develop our annual budget. The FY23 and upcoming FY24 agency budgets submitted as part of the Mayor's budget submissions reflect those efforts.

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.***

See attachment 26.

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.***

See attachment 27.

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?***

See attachment 28.

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:***

See attachments 29a and 29b.

- a. ***The name of the contracting party;***
- b. ***The nature of the contract, including the end product or service;***
- c. ***The dollar amount of the contract, including amount budgeted and amount actually spent;***
- d. ***The term of the contract;***
- e. ***Whether the contract was competitively bid;***

f. *The name of the agency’s contract monitor and the results of any monitoring activity; and*

g. *The funding source.*

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?*

DHS’s current adjusted expendable budget for CBE compliance purposes is \$9,302,096. As of February 3, 2023, \$10,869,251 has been spent with SBEs or CBEs which represents over 100% of the agency’s current adjusted expendable budget.

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.*

See Attachment 31/32

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.).*

See Attachment 31/32

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.*

Issue	Step	Source	Received	Status	Policy Changes
Compliance w/ Arbitration Award	4	AFSCME, Local 2401	12/9/22	Pending (retro pay)	N/A
Bonus Payment for S.P.	4	AFSCME, Local 2401	11/21/22	Pending	N/A
New Work Rule - OPRMI	1	AFSCME, Local 2401	11/1/22	Resolved	N/A
Career Ladder (multiple)	4	AFSCME, Local 2401	10/2022	Abeyance	Quarterly Processing of Career

					Ladder Promotions
Overtime (A.C.)	4	AFSCME, Local 2401	12/10/21	Arbitration 11/29/22	N/A

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.

The District increased the DHS budget by \$95.8M in FY22 to address budget needs via the supplemental budget. Of that, \$45.6M went to the Family Rehousing and Stabilization Program, \$37.5M went to pay back contingency cash utilized earlier in the fiscal year, \$7.4M went to STAY DC, and \$5.3M to the Emergency Rental Assistance Program (ERAP). DHS does not anticipate spending pressures in FY23.

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.

For FY23, DHS received 21 FOIA requests, as of February 3, 2023. Of those, 14 requests have been granted, 5 have been partially granted, and 2 are pending, including a joint FOIA request with DMHHS. The average response time is 17 days. The average number of FTE's required to process requests ranges from 2 FTE's to 10 FTE's depending on the size and complexity of the individual FOIA request. Each FOIA request takes at least eight hours and some take longer depending on the size and complexity of the request. To date, the estimated cost of DHS' FOIA compliance is \$50,400 for FY 2023.

See Attachment 35

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.

<i>Name</i>	<i>Description</i>
2022 Annual Safeguard Security Report (SSR) – Internal Revenue Service (IRS)	Recipient agencies that legally receive federal tax information (FTI) directly from either the IRS or from secondary sources (e.g., Social Security Administration [SSA], Office of Child Support Enforcement [OCSE]), pursuant to IRC 6103 or by an IRS-approved exchange agreement, must have adequate programs in place to protect the data received, and comply with the requirements set forth in IRS Publication 1075, Tax Information Security Guidelines For Federal, State and Local Agencies. This annual report certifies that any outstanding actions identified by the IRS Office of

FY21 Single Audit	<p>Safeguards from the prior year's SSR have been addressed.</p> <p>This is the FY 2021 Single Audit of Federal Awards Programs awarded to DHS. Implementation of Corrective Action Plan items is ongoing in FY22.</p> <p>Link to Single Audits: https://cfo.dc.gov/page/single-audit-reports</p>
<p>Engagement Letter: May 19, 2022 FY22 Annual Comprehensive Financial Report (ACFR)</p>	<p>ACFR Link: https://cfo.dc.gov/sites/default/files/dc/sites/ocfo/publication/attachments/FY%202022%20DC%20ACFR.pdf</p>
<p>Supplemental Nutrition Assistance Program (SNAP) QC Sampling Procedures and Data Management Systems</p>	<p>This periodic review is of DHS' sampling procedures, caseload estimation procedures and systems of data management to ensure compliance with sections 275.11, 275.12 and 275.13 of the CFR, as well as FNS Handbook 311, policy memoranda and the District's USDA/FNS approved sampling plan.</p> <p>On August 15, 2021, the QC Division submitted the FY2022 Sampling Plan to FNS for their review and approval. The impact of the COVID-19 pandemic on the caseload and the uncertainty as to how this might change in the future create challenges in projections.</p> <p>A copy of the Fiscal Year 2022 Approval letter is available for review.</p>
<p>DC Semi-Annual Corrective Action Plan November 2020 Supplemental Nutrition Assistance Program and FY2020 Quality Control (QC) Corrective Action Plan (11/1/2021)</p>	<p>Update reflecting Quality Control findings for Fiscal Year 2020, DHS (8) Corrective Action Initiatives, and open findings pertaining to the FY 2018 DC Program Integrity Management Evaluation (ME) and the FY 2018 DC Local Program Access Review (PAR) ME. The CAP is based on the requirements of the Code of Federal Regulations 7, Subpart E, and Section 275.16. Corrective action planning is the process by which the District of Columbia determines the appropriate actions needed to substantially reduce or eliminate deficiencies in SNAP operations. Deficiencies are defined as untimely benefit delivery or inaccurate benefit determinations. Inaccurate determinations include over issuances, under issuances, improper denials and improper terminations.</p> <p>This is an update on the corrective action plan that was submitted to the Food and Nutrition Services on November 1, 2021 on behalf of Quality Control. The Quality Control Division resumed SNAP QC case reviews since July 2021 with eight (8) Compliance Specialists/Reviewers to complete 185 cases/per month through Fiscal Year 2021. Staff training was conducted in August 2021 along with ongoing technical assistance provided to the Management team by FNS-MARO. Currently the face-to-face interview waiver is in place through December 2021 and the District plans to</p>

<p>FY 2022 Monitoring Review of the Supplemental Nutrition Assistance Program Nutrition Education (SNAP-ED) Management Review (ME) Report</p>	<p>submit an extension if applicable to ensure staff safety protocols. DC QC continues to work with the ESA team in identifying areas of improvement by building internal capacity. Our last meeting with ESA was October 18, 2021, and the presentation is attached for review.</p>
<p>FY 2022 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Management Evaluation (ME) Report</p>	<p>Evaluated the compliance of the agency and sub-grantee monthly expenditures in accordance with the established policy and procedures. Specifically, the review examined the documentation of financial attributes. FY 22 SNAP-ED Management Evaluation (ME) Report - final - 9-14-2022</p>
<p>FY 2022 Quality Control (QC) Error Management Review (ME) Report</p>	<p>The purpose of this review was to evaluate recent SNAP E&T registrant case files to determine the adherence to the work registration requirements of the Federal regulations at 7 CFR 273.7(a). In addition, the evaluation covered the efficiency of the following: • Orientation and assessment of operational procedures • Completion of required fields in the SNAP E&T Microsoft Access Database • Completion of required orientation forms • Proper E&T case documentation of customer reimbursements and timely issuance. FY 2022 SNAP ET Management Evaluation Review Report Final - 9.20.2022</p>
<p>FY 2022 SNAP Nutrition Assistance Program (SNAP) Recipient Integrity Reporting – FNS- 209 Management Evaluation (ME) Review Report</p>	<p>The purpose of this review was to ensure that all QC error cases are being referred to the Division of Program Operations (DPO) for correction, potential claim establishment on overpayments or restoration of lost benefits on underpayments in accordance with Federal regulations at 7 CFR § 275.12(f), 7 CFR § 275.13(d) and 7 CFR § 275.16(c). FY 2022 Quality Control (QC) Error Review Management Evaluation (ME) 8.19.22 - Final</p>
<p>FY 2022 Food and Nutrition Service (FNS) Certification Program Access (PAR) Review Report</p>	<p>The purpose of this review was to ensure that the District accurately completes the Form FNS-209, “Status of Claims Against the Household” at the end of every quarter in accordance with Federal regulations at 7 CFR § 273.1. FY2022 FNS-209 ME Report Final 7.28.2022</p>
<p>FY 2022 Food and Nutrition Service (FNS) Certification Program Access (PAR) Review Report</p>	<p>The purpose of this review was for FNS to assess the District’s compliance with federal regulations, instructions, policies, provide technical assistance with the Supplemental Nutrition Assistance Program (SNAP); and promote a collaborative partnership with the District’s Department of Human Services (DHS) at state-level and the H Street service center. The review consisted of staff, client and advocate interviews, a review of notices associated with the application process, a review of the online and paper application, a</p>

FY 2022 Food and Nutrition Service (FNS) Able Bodied Adults without Dependent (FNS ABAWD) Readiness Management Evaluation (ME) Review Report

review of State options and policies, and case record analysis. [FY22 DC Certification PAR Report](#)

The purpose of this review was for FNS to assess the District's readiness to implement the ABAWD requirements Districtwide should the District's waiver expire. The ABAWD readiness review evaluated the following areas: (1) Identifying and Tracking ABAWD households, (2) System Capacity, (3) State Agency Procedures and Eligibility Worker Training, (4) Informing ABAWDs of the Time Limit, Exemption Criteria, and the Work Requirement and (5) Administrative Strategy and Policy Options. [FY22 DC ABAWD Readiness Review Report](#)

Engagement Letter: August 1, 2022
American Rescue Plan Act (ARPA) Risk Assessment

The objectives of this risk assessment are to: (1) identify District ARPA resources subject to the highest risk of corruption, fraud, waste, abuse, and mismanagement; (2) identify high risk incongruences in the various federal and District ARPA law, rules, regulations, policies, and criteria; and (3) identify high risk structural issues related to the District's ARPA funding. The scope of this risk assessment will include funding appropriated to the District through the U.S. Department of the Treasury.

Engagement Letter: October 28, 2022
District's Homeward DC strategic plan and emergency homeless shelter management.

The objectives of this audit are to assess: (1) the progress made toward the goal of ending chronic homelessness among individuals and families in the District; and (2) whether the newly constructed shelters increased the availability, equity, and safety of homeless services in the District. This audit will be conducted in accordance with generally accepted government auditing standards.

Engagement Letter: July 31, 2022
District of Columbia Agencies' Overtime Usage

The objectives of this audit are to assess: (1) the progress made toward the goal of ending chronic homelessness among individuals and families in the District; and (2) whether the newly constructed shelters increased the availability, equity, and safety of homeless services in the District. This audit will be conducted in accordance with generally accepted government auditing standards.

Engagement Letter: May 23, 2022
District of Columbia COVID-19 Emergency Procurement Risk Assessment (OIG Project No. 21-1-29MA(b)).

The OIG contracted with KPMG, LLP (KPMG) to perform a comprehensive risk assessment of the District of Columbia's procurement activities as required by D.C. Code § 1-301.115a.1 The objectives of this risk assessment were to identify: (1) emergency COVID-19

<p>Engagement Letter: November 3, 2022</p> <p>Compliance with protecting federal tax return information (FTI).</p>	<p>procurement practices subject to the highest risk of corruption, fraud, waste, and abuse; (2) high risk incongruences in the various procurement rules and regulations as related to emergency COVID-19 procurements; and (3) high-risk structural issues related to the District’s COVID-19 emergency procurements.</p> <p>The review is limited to the safeguarding of FTI. The review will follow the physical and computer security requirements described in IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies, to track FTI from receipt through the processing, transmission, storage, and final disposition of the FTI.</p>
<p>FY 2022 HUD Monitoring Review of Emergency Solutions Grant (ESG) Program and ESG-CV CARES Act Program</p>	<p>From April 25th, 2022 — May 10th, 2022, the U.S. Department of Housing and Urban Development (HUD) conducted a remote monitoring of DHS’s Emergency Solutions Grant (ESG) Programs to assess performance and compliance with applicable Federal program requirements. Program performance was assessed through a review of operations, file documentation, and interviews. While HUD’s review did result in two findings and two concerns, those findings have been closed effective December 13th, 2022. from October 4th to December 13th, 2022, DHS responded to the monitoring report and illustrated that all Mandatory Corrective Actions have been implemented.</p>
<p>Engagement Letter: November 4, 2021</p> <p>DC Office of the Inspector General (OIG) Evaluation of the District of Columbia’s use of contracted companies to administer large-scale programs: contract with Deloitte LLP to assist the District with activities related to the U.S. Treasury Emergency Rental Assistance Program.</p>	<p>The objectives of this engagement are to: (1) identify large-scale programs that rely largely on contractors to administer the program; (2) assess agency controls for managing contracted services; (3) determine whether the programs are meeting their intended goals; and (4) identify and share procedures and practices from both within District government and other jurisdictions to help District government agencies and contractors work together to deliver services economically and effectively.</p>

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.

See Attachment 37 complete items that are ready to be shared.

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

See Attachment 38

AGENCY-SPECIFIC QUESTIONS

39. How many complaints did DHS' Homeless Shelter Monitoring Unit (HSMU) receive in FY 22 and FY 23, to date?

a. Please provide a breakdown of the number and types of complaints received.

Type of Complaints	Number
Abuse/Neglect	6
Assault	11
Controlled substance	1
Damage to Government Property	3
Discrimination	17
Domestic Violence	4
Drug Overdose	1
Environmental Issue	164
Illness	2
Injury	1
Issue/Violation/ Program Rule Violation	91
Mental Health Evaluation	6
Misconduct (Employee)	79
Professional Medical Care	1
System Outage	9
Theft	18
Threat	31
Total	445

b. Identify the specific faculty or program identified in the complaint/HSRA violation.

Please see Attachment 39(b) and (c)

c. Please provide the outcomes or corrective actions to address each complaint/HSRA violation.

Please see Attachment 39(b) and (c)

d. *Please provide the median and mean times of responding to complaints and the longest response time.*

The median complaint response time is 13 days; the mean is 24.4 days; and the longest complaint response time was 224 days.

40. *Please provide a list of food vendors at DHS sites and include for each vendor:*

a. *Each site served;*

Short Term Family Housing, ISAQ, PEP-V and Migrant Services

Site	Food Service Provider	Cost for Breakfast	Cost for Lunch	Cost for Dinner
PEP-V-sites 1 Henry's	Henry's	4.00 cold 4.75 hot	7.23 reg. 10.13 specialty	7.23 reg. 10.13 specialty
ISAQ/PEPV	Pinky's	5.00 cold 6.00 hot	9.00 reg. 9.50 specialty	11.00 reg 12.00 specialty
Short term Family Housing- The Brooks	Henry's	3.00	5.78 (only while school is out in the summer)	5.78
Short term Family Housing- The Aya	Henry's	2.40	DC Summer Meals Program	5.18
Short term Family Housing- The Sterling	Heart and Soul	5.75	5.50 (only while school is out in the summer)	10.50
Short term Family Housing- The Kennedy	Heart and Soul	5.75	5.50 (only while school is out in the summer)	10.50
Short term Family Housing- The Horizon	Henry's	2.40	DC Summer Meals Program	5.18
Short term Family Housing- The Triumph	Top Spanish	6.00 cold	10.00	10.00
Migrant Services site	Henry's	4.00 cold 4.75 hot	7.23 reg. 10.13 specialty	7.23 reg. 10.13 specialty
801 East Shelter	Henry's	3.20	5.78 (senior/frail and respite wings only)	5.78 reg 8.10 specialty

Low Barrier Shelter/Transitional Housing/Hypothermia shelter	Henry's & DC Central Kitchen	7.50	*lunch was discontinued on 8/19/2022	5.78 reg. 8.00 specialty
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b. *The price per meal; and-*

See chart above.

c. *Any complaints received about the services and any remedial actions that have been taken.*

Migrant Services:

Need for culturally sensitive meals – Contract Administrator and vendor met with the site manager and adjustments were made to ensure culturally sensitive meal options are provided. The vendor revised the menu to ensure culturally sensitive meals are served at the site to the extent possible.

Portion Size – The Contract Administrator and vendor met with the site manager and discussed appropriate portions. The CA and food vendor review guidance for meal portion with the site manager to include appropriate serving for food categories. Food vendor has increased portion depending on the menu option. The CA, site manager and vendor are working closely to ensure appropriate portion size for meals offered.

ISAQ/PEP-V:

Late deliveries – There have been a few concerns regarding late arrivals of meals. This concern was addressed with the vendors and the issue was mitigated. The Contract Administrator closely monitors food vendors to ensure timely arrival of meals.

Meal temperatures – Reports of meals being cold when served. The issue has been addressed with vendors and the issue around meal temperature has been resolved.

41. Please provide a breakdown of youth homelessness services funding provided to grantees and contractors in FY 22 and FY 23, to date, broken down by service provider and program type.

The FY 23 budget for youth homeless services through the work of community-based providers is approximately \$21.5 million. The \$21.5 million supports approximately fifteen community-based organizations, the Mayor Office of LGBTQ Affairs, and The Community Partnership (TCP) for the Prevention of Homelessness who also funds providers of youth homeless services. Funding for TCP also supports HMIS administration. All funding is local.

In addition to the grantees and contracts below, the youth homelessness funds support personnel costs for DHS' direct service youth homelessness prevention/stabilization team (Youth HOPE) and administrative personnel to oversee grant solicitations and program oversight, as well as

coordinated entry, and coordination with ICH and District partners. DHS also has a MOU with the Mayor’s Office of LGBTQ Affairs to deliver culturally relevant trainings.

Non-Housing Programs

Provider	Program (Services)	FY 22 Award	FY 23 Full Award
Friendship Place	Street Outreach	\$177,779.00	\$250,016.00
LAYC	Drop-in center	\$275,467.00	\$315,000.00
Sasha Bruce Youthwork	Drop-in center	\$430,000.00	\$451,500.00
Sasha Bruce Youthwork	Stabilization Services	\$108,000.00	\$113,400.00
DC Doors	24-hour Drop-in Center	\$1,660,000.00	\$1,743,000.00
Damien Ministries	TGNC Wrap Around Workforce Development Program	\$320,813.00	\$320,000.00
Us Helping Us	TGNC Wrap Around Workforce Development Program	\$315,727.00	\$300,000.00
HIPS	TGNC Wrap Around Workforce Development Program	\$0.00	\$222,221.00
MOLGBTQ Affairs (MOU)	LGBTQ Cultural Competency Training & services	\$165,000.00	\$165,000.00

Housing Programs

TCP Funded Housing Programs

Provider	Program Type	FY 22 Beds	FY 23 Beds	FY 22 Grant Amount	FY 23 Grant Amount
Covenant House Washington	Transitional Housing	8	8	\$396,023.67	\$396,023.67
Echelon Community Services	Transitional Housing	25	25	\$1,701,254.38	\$1,701,254.38
Echelon Community Services	Transitional Housing	32	32	\$951,948.00	\$959,810.40
Edgewood Brookland	Transitional Housing	10	10	\$450,000.00	\$450,000.00
Latin American Youth Center	Transitional Housing	6	6	\$232,524.00	\$232,524.00
Latin American Youth Center	Transitional Housing	8	8	\$296,924.08	\$296,924.08

Sasha Bruce Youthworks	Crisis Beds	11	15	\$777,146.00	\$777,146.00
Sasha Bruce Youthworks	Transitional Housing	12	12	\$195,182.25	\$195,182.25
Sasha Bruce Youthworks	Transitional Housing	8	8	\$391,590.51	\$403,590.51
Wanda Alston	Transitional Housing	8	8	\$354,329.19	\$354,329.19

HUD Funded Housing Programs

Provider	Type	FY 22 Beds	FY 23 Beds	FY22 Grant Amount	FY 32 Grant Amount
Community Connections	Rapid Rehousing	16	16	\$534,817.40	\$534,817
Community Connections	Joint Transitional Rapid Rehousing	18	18	\$602,180.41	\$602,180
Sasha Bruce Youthworks	Transitional Housing	12	12	\$132,061.00	\$132,061
Sasha Bruce Youthworks	Joint Transitional Rapid Rehousing	30	30	\$2,541,641.74	\$2,541,641
SMYAL (LGBTQ)	Rapid Rehousing	25	25	\$1,443,726.50	\$1,443,726
St. John's Community Services	Permanent Supportive Housing	10	10	\$307,672.76	\$307,672

DHS Direct Funded Housing Programs

Provider	Type	FY 22 Beds	FY 23 Beds	FY22 Grant Amount	FY 32 Grant Amount
Casa Ruby	Transitional Housing (LGBTQ)	10	0	\$458,000.00	\$0.00
Casa Ruby	Short-Term Shelter (LGBTQ)	10	0	\$400,000.00	\$0.00
		-	-		
Collaborative Solutions for Communities	Rapid Re-Housing	20	20	\$584,208.00	\$735,000
Covenant House	Low-Barrier	20	20	\$1,288,736.00	\$2,011,265
Covenant House	Short-Term Shelter (LGBTQ)	24	24		
Covenant House	Short-Term Shelter	30	30		

Covenant House	Transitional Housing	32	32	\$1,240,798.00	\$1,240,788
DASH	Transitional Housing (DV)	20	20	\$627,636.00	\$928,665
DC Doors	Transitional Housing	14	14	\$575,000.00	\$603,750
DC Doors	Extended Transitional Housing	24	24	\$1,100,000.00	\$1,155,000
Echelon Community Services	Extended Transitional Housing	11	11	\$468,877.00	\$577,500
Healthy Babies	Shelter Beds for pregnant/parenting minors and youth up to age 21	8	8	\$536,879.00	\$556,532
Housing Up	Transitional Housing	30	30	\$1,204,383.00	\$1,354,345
LAYC	Transitional Housing - LGBTQ	12	12	\$766,449.00	\$826,655
LAYC	PSH	10	10		
LAYC	Transitional Housing	10	10	\$420,000.00	\$441,000
Sasha Bruce	Transitional Housing	6	6	\$236,966.00	\$210,000
Sasha Bruce	Extended Transitional Housing	24	24	\$1,078,682.00	\$1,132,617
Sasha Bruce	Low Barrier Shelter	14	14	\$635,535.00	\$1,108,035
Sasha Bruce	Extended Transitional Housing	10	10		
SMYAL	Transitional Housing - LGBTQ	12	12	\$466,000.00	\$489,300
SMYAL	Transitional Housing - LGBTQ	14	14	\$561,000.00	\$614,250
SMYAL	Extended Transitional Housing - LGBTQ	12	12	\$500,003.00	\$630,000
Wanda Alston Foundation	Extended Transitional Housing - LGBTQ	12	12	\$550,000.00	\$577,500

42. How many homeless youth and minors were served by DHS in FY 22 and FY 23, to date?
Please break down the data by:

a. Race;

Youth Served, FY 22	Unaccompanied	Parenting Youth
n=	1636	298
Race		
American Indian, Alaska Native, or Indigenous	10	0
Asian or Asian American	6	0
Black, African American, or African	1218	280
Multiracial	35	4
Native Hawaiian or Pacific Islander	3	0
White	166	10
Data not collected	198	4
Youth Served, FY 23 to date	Unaccompanied	Parenting Youth
n=	1006	143
Race		
American Indian, Alaska Native, or Indigenous	13	0
Asian or Asian American	6	0
Black, African American, or African	735	137
Multiracial	11	1
Native Hawaiian or Pacific Islander	3	0
White	99	4
Data not collected	139	1

b. Whether the youth and minors identified as LGBTQ;

Youth Served, FY 22	Unaccompanied	Parenting Youth
LGBTQ+ identified		
Yes	225	26
No	632	225
Data not collected	779	47
Youth Served, FY 23 to date	Unaccompanied	Parenting Youth
LGBTQ+ identified		
Yes	147	6
No	346	123
Data not collected	513	14

c. Whether the youth and minors had children;

Please see the data provided in Question 42a. which listed the numbers of Youth Headed Households served by the Youth System

d. Whether the youth and minors were ELL;

Youth Served, FY 22	Unaccompanied	Parenting Youth
English Language Learners		
Yes	181	14
No	691	268
Data not collected	764	16

Youth Served, FY 23 to date	Unaccompanied	Parenting Youth
English Language Learners		
Yes	186	21
No	327	115
Data not collected	493	7

e. The age of the homeless youth and minors;

Youth Served, FY 22	Unaccompanied	Parenting Youth
Age (as of end of FY 22)		
11	2	0
12	6	0
13	12	0
14	18	0
15	25	0
16	39	0
17	26	2
18	72	15
19	121	20
20	175	33
21	237	50
22	249	51
23	272	47
24	230	52
25	152	28

Youth Served, FY 23 to date	Unaccompanied	Parenting Youth
Age (as of end of FY 22)		
11	0	0
12	5	0
13	7	0
14	11	0
15	10	1
16	10	0
17	10	1
18	52	0
19	75	11
20	131	19
21	162	23
22	146	16
23	163	28
24	167	30
25	57	14

f. Whether the youth were employed or in education or job training programs; and

Youth Served, FY 22	Unaccompanied	Parenting Youth
Age (as of end of FY 22)		
Employed		
Yes	149	4
No	422	236
Data not collected	1065	58
Enrolled in Job Training		
Yes	95	10
No	748	263
Data not collected	793	25
Enrolled in School		
Yes	208	42
No	670	241
Data not collected	758	15

Youth Served, FY 23 to date	Unaccompanied	Parenting Youth
Age (as of end of FY 22)		
Employed		
Yes	116	29
No	239	114
Data not collected	651	0
Enrolled in Job Training		
Yes	63	8
No	414	130
Data not collected	529	5
Enrolled in School		
Yes	115	18
No	397	123
Data not collected	494	2

g. The type of services received.

Youth specific housing programs other than shelter provide each youth with supportive services including case management, individual and family counseling, parenting support and resources for parenting youth, employment and housing location assistance, behavioral health support, family reunification services, life skills training, social skills development, basic needs, and housing navigation support.

Youth specific shelters provide each youth with meals, hygiene products, connections to behavioral health supports, and an opportunity to meet with a case manager.

43. In FY 22, and FY 23, to date, how many beds in emergency shelter, transitional housing, extended transitional housing, and permanent supportive housing have been reserved for:

FY 23 YOUTH SYSTEM - TYPES of BEDS		# of Beds
Minor Shelter	Unaccompanied Youth	15
Minor Shelter	Youth (Heads of Household)	8
Shelter/Emergency Housing	Unaccompanied Youth	88
Transitional	Unaccompanied Youth	182
Transitional	Youth (Heads of Household)	67
Extended Transitional Housing	Unaccompanied Youth	93

Rapid ReHousing	Unaccompanied Youth	99
PSH	Unaccompanied Youth	20
TOTAL YOUTH BEDS		572

In FY 22, there were 592 beds. The 20 beds that were reduced between FY 22 and FY 23 were the Casa Ruby beds which were Emergency Housing Beds (10) and Transitional Housing Beds (10).

a. Homeless youth (18-24);

Please see chart above.

b. Homeless minors (under age 18);

The Youth System has 15 beds for Unaccompanied Minors in both FY 22 and FY 23. This is the Bruce House Minor Shelter that is run by Sasha Bruce Youthwork. The Youth System has 8 beds for Pregnant and Parenting Minor and this shelter is run by Healthy Babies.

a. Minors or youth who identify as LGBTQ.

Regarding minors, Sasha Bruce House is the sole shelter bed facility for minors, and it has capacity to serve 15 youth. DC does not have any beds specifically reserved for minor youth who identify as LGBTQ.

Listed below are all the beds in the Youth System that are dedicated to LGBTQ youth between the ages of 18-24.

FY 23- Beds for LGBTQ Youth

Program Name	Program Type	Provider	Bed Capacity	Funder
SHINE	Emergency Housing	Covenant House of Greater Washington	24	DHS Direct
SMYAL House 1	Transitional Housing	SMYAL	12	DHS Direct
SMYAL House 2	Transitional Housing	SMYAL	14	DHS Direct
Allies	Transitional Housing	LAYC	12	DHS Direct
Wanda Alston 1	Transitional	Wanda Alston	9	TCP

LGBTQ Transitional Housing	Transitional Housing	LAYC	6	HHS
Wanda Alston House 2	Extended Transitional Housing	Wanda Alston	12	DHS Direct
SMYAL House 3	Extended Transitional Housing	SMYAL	12	DHS Direct
SMYAL	Rapid Rehousing	SMYAL	15	TCP
Total Youth System LGBTQ Beds			116	

In FY 22, there were 136 LGBTQ beds. The 20 beds that were reduced between FY 22 and FY 23 were the Casa Ruby beds which were Emergency Housing Beds (10) and Transitional Housing Beds (10).

44. How many PSH beds are reserved for young people who have just aged out of the youth system? How many of these are being utilized?

The Youth Homelessness System has a total of 39 PSH for unaccompanied youth and 5 PSH beds for Youth Head of Households. These beds are reserved for youth experiencing homelessness between the ages of 18-24. Youth are matched to PSH through the Coordinated Entry Process (CAHP) based on their assessment level.

There are no PSH beds in the CoC reserved exclusively for young people who have aged out of the youth system.

Provider	Housing Type	# of PSH Beds	Utilization
St. Johns	Scattered Site (Youth)	10	100%
LAYC	Site Based (Youth)	5	100%
LAYC	Site Based (YHOH)	5	100%
MOLGBTQA	Scattered Site	4	0%
DHS Pilot	Scattered Site	20	45%
TOTAL		44	

45. How many shelter beds for youth are currently needed in the District to meet resident needs?

The Youth System has twenty (20) Low-Barrier shelter beds run by Covenant House of Greater Washington. The Youth System has sixty-eight (68) Emergency Housing/Short-term Shelter beds which provide 24-hour shelter and services. This includes 24 LGBTQ beds. Low-barrier shelter does not require youth to engage in programming whereas Emergency Housing/Short-term Shelter does require youth to participate in case management. There is a high level of fluctuation in the use of the youth Low-Barrier and Emergency Housing/Short-term Shelter. As reported through the Daily Youth Census dashboard, for the majority of FY 22 and FY 23 to date, the youth shelters have not been filled to capacity on most days. Youth may also access adult shelters and do so frequently. There are many reasons why youth may not stay in shelter including stigma, safety concerns, or in general, concern about a shelter location. Safety is especially important for vulnerable populations like LGBTQ youth. Youth are also more likely to have family members or friends who allow them to couch surf. In FY 23, response to the need for a specific LGBTQ low-barrier shelter for youth, DHS will release a solicitation to fund up to twenty (20) LGBTQ youth shelter beds. DHS will continue to work with partners in the Youth System to understand if an additional low-barrier shelter is needed that provides additional geographic diversity.

46. Please describe how DHS assisted residents previously being served by Casa Ruby.

At the end of FY 21, DHS worked closely with Covenant House Greater Washington (CHGW) to open SHINE. SHINE is a LGBTQ Emergency Housing provides 24 units of Emergency Housing/Short-term Shelter with case management and wrap-around supports. SHINE is located in NE, DC in the Deanwood community. SHINE is open 24-hours and provides programming and support to help youth stabilize, connect with education or employment, and within 90 days or more as needed, move to permanent housing or transitional housing. When Casa Ruby's Low-Barrier Shelter closed at the end of FY 21, approximately seven (7) youth transitioned to SHINE. DHS worked closely with Casa Ruby and CHGW staff to transition the young people to SHINE including providing transportation, coordinating wrap-around services, and more.

In FY 22, when CASA Ruby's transitional housing program and emergency shelter programs closed, there were a total of seven (7) youth that were being served at the time of program closure. DHS worked closely with the staff at CASA Ruby to develop a transition plan for all seven youth. Three youth decided to move in with friends or family. DHS worked closely with the staff at CASA Ruby to transition the other four (4) youth to SHINE. This support included DHS staff being onsite at the CASA Ruby's transitional housing program to meet with youth, coordinate transportation, coordinate with SHINE staff, etc. DHS also provided gift cards to youth who needed additional support for clothing assistance and other personal items after moving from Casa Ruby. DHS provided ongoing support to Covenant House of Greater Washington (CHGW) to help make a seamless transition from one provider to another. In collaboration with community partners in the Continuum of Care, after the move to SHINE was completed, additional assessments were completed with former Casa Ruby youth and updated service plans were created. Based on these assessments, one youth one was matched with

LGBTQ specific Extended Transitional Housing, two youth continued to reside at SHINE, and one youth was matched to Rapid Rehousing. For the youth who transitioned to new programs, in collaboration with partners in the Continuum of Care, care coordination meetings were held with all parties involved to ensure warm hand offs. In later months, one youth transitioned from SHINE to live with friends and one youth moved from SHINE to a university to pursue higher education.

47. How many youth were served by the Parent Adolescent Support Services (PASS) program in FY 22 and FY 23, to date?

The Parent and Adolescent Support Services (PASS) Intensive Case Management (ICM) program assists youth, 10 to 17 years old who are engaging in behaviors such as skipping school (truancy), leaving home without permission, not returning home by curfew and/or exhibiting extreme disobedience in and/or outside the home. PASS ICM provides early intervention services to the youth and families it serves with the goal of keeping young people out of the juvenile justice and/or child welfare systems by reducing or eliminating these behaviors. PASS is comprised of three distinct programs, PASS Intensive Case Management, Functional Family Therapy, and P-CAST (PASS Crisis Assessment and Stabilization Services).

In FY 22, 387 youth were served through PASS. In the first quarter of FY 23, 164 youth have been served.

a. How many are currently being served?

There are currently 138 youth enrolled in PASS.

b. Please describe any changes to the program in FY 22 and FY 23, to date.

In FY 22, through a grant funded by the Department of Justice, DHS entered a MOU with the Office of Victims Services and Justice Grants for an expansion of the PASS program called ICM+. In FY 23, Kramer Middle School was identified by DCPS as the targeted school and 6th graders were identified as the population with the greatest truancy concerns. The entire 6th grade class at Kramer Middle School (approximately 70 youth) will be enrolled in PASS ICM+ (second quarter FY 23) and receive both in-school and community-based supports including case management, targeted attendance supports, family support, as well as mentoring and tutoring.

c. Please describe any waitlists or capacity constraints for the program that occurred in FY 22 and FY 23, to date.

PASS does not have any waitlists; however, to ensure the program retains a high level of contact with engaged youth, the program does keep caseloads to a 1:15 ratio. PASS prioritizes referrals from DCPS and CFSA to provide additional support to youth engaged in the child welfare system or schools with high levels of truancy. PASS has seen an increase in Spanish speaking youth referred to the program as well as an uptick in the number of community referrals.

Continuing to grow PASS' bilingual staff as well as bring on more case managers is a priority in FY 23.

d. Please explain the metrics used to measure the success of the PASS program.

KPIs are measured across three domains: CAFAS scores, attendance rates, and legal involvement while in the program. In FY 22, 98% of youth did not have any legal involvement while in the program. 85% saw an improvement in CAFAS scores and 57% saw an improvement in attendance. In the first quarter of FY 23, 97% of the youth served had no additional legal involvement while in the program. 59% of youth served saw an improvement in attendance. 83% of youth saw an improvement in CAFAS scores.

48. How many referrals for substance abuse (SA) and mental health (MH) services were made for homeless minors and youth in FY 22 and FY 23, to date?

Street Outreach teams assist youth with setting up behavioral health appointments through the Access Helpline or by submitting referrals for to providers within the Continuum of Care (CoC) for further assistance. Within housing facilities and drop-in centers, case managers are tasked with linking youth to community-based providers. Some providers, such as LAYC, are also Core Service Providers so which facilitates access to additional supports. Likewise, some facilities include onsite therapeutic support. DBH participates in the ICH Youth Committee and the Coordinated Assessment Housing Placement and shares information with all providers about how to access services.

532 unique youth served in DHS's youth programs in FY 22, and 450 served in FY 23 to date reported disabling conditions including substance abuse and mental health concerns.

49. How many youth were served by the Strengthening Teens Enriching Parents Program (STEP) in FY 22 and FY 23, to date?

The Strengthening Teens Enriching Parents (STEP) program is a voluntary program housed within DHS' Youth Services Division (YSD) in partnership with the Metropolitan Police Department (MPD) and in collaboration with the District of Columbia's child-serving agencies: Child and Family Services Agency (CFSA), Court Social Services (CSS), Office of Attorney General (OAG), Department of Behavioral Health (DBH), Department of Youth Rehabilitation Services (DYRS), Sasha Bruce Youthwork, and a network of community-based service providers.

The STEP program provides Intensive Case Management services for young people under the age of 18 residing in the District of Columbia who have had one or more Missing Persons Reports (MPRs). Currently there is one Program Manager, one Program Analyst, six Case Managers, one Triage Social Worker, and one Parent Support Social Worker. Collectively, the staff provide a range of services based on the youth and their family's needs including stabilization services, mentoring, mediation, and behavioral health interventions to increase stability, safety and overall functioning. There are monthly parent groups and quarterly parent/family activities facilitated by the Parent Support Worker to assist the parent/guardian

with accessing community supports. Sasha Bruce Youthwork, the key community-based provider for the STEP program, delivers respite care and an in-home family strengthening program. The STEP program is voluntary and lasts for six to eight months depending on the needs of the youth and their family. STEP does not waitlist any youth for the program.

In FY 22, STEP received a total of 1,271 MPRs from MPD. This total represents 1,077 unique youth who had one or more MPR within the last 12-month period.

During FY 22, 591 cases (55%) closed early because at the time the MPR was filed 357 (33%) youth were involved and receiving services from a Partner Agency (CFSA, CSS, DYRS), 13 (1%) youth assigned to the STEP Program closed early post-case assignment and 155 (14%) youth were served by another DHS Program (ACE, PASS, PCAST).

The remaining 486 families were contacted by the STEP Triage Social Worker. These families either declined services for various reasons or accepted services and remained with the STEP program through program completion or termination. All families that decline STEP services receive a Resource Letter with information about the STEP program and other community resources that the family can access on their own.

101 youth were actively enrolled in the STEP program in FY 22 with 71 completing the program by the end of FY 22. In the first quarter of FY 23, 26 youth completed the STEP program.

a. Please describe any changes to the program in FY 22 and FY 23, to date.

STEP continues to work with public safety partners to develop responsive solutions to youth who are reported missing. In FY 23, STEP will be working in partnership with OAG and MPD to pilot a new initiative, CARES, that will respond more therapeutically and proactively to domestic related disputes between children and parents that result in an arrest for assault. In this new initiative, STEP will work closely with OAG and a community partner to offer respite and family support services in lieu of prosecution for eligible youth. This trauma responsive approach will decrease the number of arrests and increase the number of youth and families accessing respite services. This pilot will start in a PSA in 6D.

b. What percentage of youth in STEP or who completed STEP since FY 20 did not have additional Missing Persons Reports in FY 22 and FY 23, to date?

Data for youth in STEP who didn't have additional missing persons reports is only measured at program exit and 6 months post-program.

- FY 20 - 56% of youth did not have additional Missing Persons reports at exit.; 78% of youth did not have additional Missing Persons reports 6 months post-program exit.
- FY 21 - 48% of youth did not have additional Missing Persons reports at exit. 52% of youth did not have additional Missing Persons reports 6 months post-program exit.

- FY 22 - 90% of youth did not have additional Missing Persons reports at exit. 90% of youth did not have additional Missing Persons reports 6 months post-program exit.
- FY 23 YTD – 90% of youth did not have additional Missing Persons report.

The Youth Services Division is currently exploring opportunities for data sharing with public safety partners to be able to obtain long-term outcome data for youth that complete YSD programs.

c. What percentage of youth who completed the STEP in FY 22 and FY 23, to date showed improved functioning based on their Child and Adolescent Functional Assessment Scale (CAFAS)?

In FY 22, 68% of youth improved functioning based on their CAFAS score and 82% youth improved their CAFAS score in FY 23, to date. Keeping youth and their parents engaged in the program while they have competing issues such as housing insecurity, violence in the community and unemployment has been a challenge in FY 22. We have also noticed an increase in youth with complex cases and have responded by enhancing our parent support services as well as added a multi-disciplinary case conferencing to address barriers and improve service coordination.

d. What percentage of youth who completed the STEP since FY 20 had legal involvement in FY 22 and FY 23, to date?

One key performance indicator for youth in STEP is legal involvement, with an expected target of 85% of youth who complete the program to have NO legal involvement. Data for youth in STEP who had legal involvement is only measured at program exit.

- FY 20 - 4% of youth had legal involvement by the date of program exit.
- FY 21 - 11% of youth had legal involvement by the date of program exit.
- FY 22 - 11% of youth had legal involvement by the date of program exit.
- FY 23 Q1 – 0% of youth had additional legal involvement as of the date of this report.

The Youth Services Division does not currently obtain information on legal involvement after program completion. This may be an area for expansion with proper data sharing agreements with public safety partners.

50. How many youth were served by the Extended Transitional Housing Program (ETH) in FY 22 and FY 23, to date, broken down by provider?

Extended Transitional Housing (ETH) Program	Clients Served, FY 22	Clients Served, FY 23 to date
DC Doors - Evolution de Carlos ETH	40	22
Echelon Community Services - Kia's Place IV ETH	18	11
Sasha Bruce Youthwork - Passages ETH	28	24
Sasha Bruce Youthwork - Phillip Reid ETH	14	10
SMYAL - Roman's House ETH	17	12
Wanda Alston Foundation - Wanda Alston House II ETH	22	10

a) How many youth served by the ETH were matched to Permanent Supportive Housing (PSH) in FY 22 and FY 23, to date?

Extended Transitional Housing (ETH) program is a long-term transitional housing program specifically for youth ages 18 to 24. ETH includes housing and intensive supportive services for participating youth for up to six years with the goal of stabilizing the youth and preparing them for independence as they transition to adulthood. ETH serves the most vulnerable youth with intensive support to prevent long-term, chronic homelessness in adulthood. Through the program, youth are ultimately identified as needing Permanent Supportive Housing (PSH) or being prepared for self-sufficiency without ongoing governmental support.

Extended Transitional Housing (ETH) Program	Matched to PSH, FY 22	Matched to PSH, FY 23 to date
DC Doors - Evolution de Carlos ETH	2	1
Echelon Community Services - Kia's Place IV ETH	0	1
Sasha Bruce Youthwork - Passages ETH	2	0
Sasha Bruce Youthwork - Phillip Reid ETH	0	1
SMYAL - Roman's House ETH	2	0
Wanda Alston Foundation - Wanda Alston House II ETH	2	0

b) Please provide the metrics used to determine the success of the ETH.

DHS tracks changes in SPDAT scores, income, education attainment, behavioral health connections and exits to permanency. Extended Transitional Housing (ETH) is designed to give the youth up to six years to overcome any barriers to housing stability. The model is relatively new and the majority of the first cohort of youth that enrolled in ETH have been in the program for only 4 of the 6 years. The most anticipated outcomes are transition to permanency and

reducing returns to the homelessness system. However, some youth have transitioned from ETH to PSH as indicated in the previous response.

51. What percentage of singles and families previously served in the youth system returned to shelter within 12 months and 18 months of program exit, respectively, in FY 22 and FY 23, to date?

% previously served in the youth system returned following program exit	Returned in FY 22	Returned in FY 23 to date
Unaccompanied youth, returned in 12 months	1.5%	4.6%
Unaccompanied youth, returned in 18 months	8.8%	6.9%
Youth headed families, returned in 12 months	2.8%	1.7%
Youth headed families, returned in 18 months	4.9%	2.9%

52. How many transition aged youth are currently on the coordinated entry wait list?

The Community Partnership for the Prevention of Homelessness (TCP) administers the federally required Coordinated Entry System (CES) within the District’s Continuum of Care (CoC). Coordinated Entry, referred to locally as Coordinated Assessment and Housing Placement (CAHP), represents standardized access and assessment for all residents experiencing homelessness within the District of Columbia, whether that homelessness includes any combination of emergency shelter, transitional housing, or locations outdoors not meant for human habitation. Individuals receive referrals for housing (permanent supportive housing, targeted affordable housing, rapid rehousing, transitional housing, and other housing options) based on acuity and service needs (including medical vulnerability, mental health needs, substance use issues, and other risk factors) and length of homelessness.

All CAHP subsystems synthesize client information from a shared database called the Homeless Management Information System (HMIS) along with other streams of information and reporting from staff members working directly with the clients represented in the system. This information gets combined into a document called the By Name List – a spreadsheet that allows for housing-pertinent information such as assessment scores, length of time homeless, medical vulnerabilities, and other quantitative and qualitative elements that inform eligibility and general order to who gets assigned to available housing resources over a 30-day period. The By Name List is not a waiting list, but instead is a list consisting of those youth that are experiencing homelessness and/or interacting with the CoC.

Matches are made to the various available housing resources from the By Name List and/or case conferences of active youth in the system twice a month. Prioritization criteria are unique to each subsystem and prioritization is used to drive the matching process from the By Name List to a housing resource. Referral processes and/or case conferences may differ for the different types and amounts of housing resources such as Rapid Rehousing, Extended Transitional Housing and/or Permanent Supportive Housing.

53. *What percentage of individuals in the HMIS in FY 22 and FY 23, to date, were enrolled in Medicaid, DC Healthy Families, the Immigrant Children’s Program, or the DC Healthcare Alliance Program during their time in the homelessness system? Please break down this data by age, including minors, youth, and adults.*

Individuals in HMIS by February 2023 DHCF Coverage Status and Age

	All ages		Age 0-12		Age 13-17		Age 18-24		Age 25+	
	# of individuals	% of total	# of individuals	% of total	# of individuals	% of total	# of individuals	% of total	# of individuals	% of total
Total	3,933	-	641	-	92	-	440	-	2,760	-
DHCF coverage	2,576	65%	353	55%	66	72%	265	60%	1,892	69%
Medicaid	2,522	64%	342	53%	62	67%	259	59%	1,859	67%
Dual Medicaid & Medicare	325	8%	1	0%	0	0%	5	1%	319	12%
Alliance/ICP	54	1%	11	2%	4	4%	6	1%	33	1%
Not DHCF	1,357	35%	288	45%	26	28%	175	40%	868	31%

Source: Homeless Management Information System (HMIS) data as of December 2022 and Department of Health Care Finance (DHCF) Medicaid Management Information System data as of February 5, 2023.

54. *What percentage of head of households of families in Short-Term Family Housing were employed in FY 22 and FY 23, to date? Please break this data down by age.*

	18-24	25-34	35+
FY 22	17%	28%	28%
FY 23 YTD	25%	27%	32%

55. *What was the median income of families in Short-Term Family Housing in FY 22 and FY 23, to date?*

- FY 22: \$545 per month
- FY 23 YTD: \$600 per month

56. *Provide the total number of family intakes conducted in FY 22 and FY 23, to date, broken down by how the intake was conducted. Provide a breakdown of these intakes by outcome.*

In FY 22, 4,395 family intakes were conducted at VWFRC and 525 on the shelter hotline. Of those, 2,033 families were referred to the Homelessness Prevention Program (served 2,012 which is the number of unique cases; excluding re-opened cases), 757 families were placed in

shelter; and 57 families were deemed ineligible for homeless services. The remaining households who contacted the VWFRC were linked to appropriate resources within their community. In FY 23 to date, 1,266 family intakes were conducted at VWFRC and 186 on the shelter hotline. Of those, 492 families were referred to Homelessness Prevention Program; 213 were placed in shelter; and 10 families were deemed ineligible for homeless services. The remaining households who contacted the VWFRC were linked to appropriate resources within their community. Please see Attachment 55.

57. *Please identify the number of families who applied for a placement in shelter each month in FY 22 and FY 23, to date. Of these, please provide:*

FY 22	Intakes (VWFRC)*
October	392
November	376
December	318
January	336
February	279
March	328
April	300
May	328
June	390
July	432
August	488
September	428
FY 23 YTD	Intakes (VWFRC)*
October	475
November	451
December	340

*The data includes all applications for homeless services (which include shelter and other supports) at VWFRC and duplicate intake assessments as families may have returned to VWFRC.

a. *The number of families that received a shelter placement;*

In FY 22, 757 families who applied for homeless services received a shelter placement. In FY 23 to date, 213 families who applied for homeless services received a shelter placement.

b. *The number of families that did not receive a shelter placement or were denied a shelter referral; and*

In FY 22, 57 families were deemed ineligible for homeless services. In FY 23, to date, 10 families were deemed ineligible for homeless services. Of 4,624 households that did not require shelter placement, families were referred to other Continuum of Care (CoC) programs.

c. The number of families who requested and were approved for being placed in non-communal or other special units due to a disability.

In FY 22 and FY23 year to date, there were a combined 95 completed requests for various accommodations/modifications based on disabilities;

- 27 requests for private baths and 6 requests for apartment style;
- 22 combined requests were approved and completed for various modifications;
- 17 combined requests were withdrawn by clients for various reasons;
- 23 combined requests were closed due to failure to provide supporting documents;

58. Do all families that were denied a shelter referral or are referred to other services receive a written denial notice? If not, why not?

Families who are deemed ineligible for homeless services are informed orally and in writing, via a written Notice of Ineligibility mailed to the applicant. When families are referred to the Homelessness Prevention Program (HPP), they have been deemed eligible for homeless services and receive a Notice of Eligibility provided to the applicant in writing and also informed orally.

59. How many calls or screenings were conducted on the Shelter hotline or at VWFRC for individuals who are limited/non-English-proficient? Please break this number down by how communication was facilitated.

VWFRC and the Shelter Hotline assessed 378 individuals with limited /non-English proficiency. Of those, 43 screenings were conducted by the language access line and 335 were conducted by staff who spoke the language of the customer.

60. Provide for each Short-Term Family Housing location and all other family placements the following for FY 22 and FY 23, to date:

a. The number of slots for families at each site;

Program	Capacity
New Beginnings	43
The Kennedy	45
The Sterling	46
The Aya	50
The Horizon	35
The Triumph	50
The Brooks	50
The Terrell	35

b. *The number of slots being used at each site;*

Program	Number of Families
New Beginnings	14
The Kennedy	17
The Sterling	28
The Aya	23
The Horizon	31
The Triumph	23
The Brooks	28
The Terrell	19

**As of January 31, 2023*

c. *The average length of stay at the site (median and mean); and*

FY 22	LOS Average	LOS Median	FY 23 YTD	LOS Average	LOS Median
New Beginnings	66	53	New Beginnings	35	29
The Kennedy	74	64	The Kennedy	46	47
The Sterling	76	63	The Sterling	46	46
The Aya	68	61	The Aya	50	46
The Horizon	67	61	The Horizon	53	55
The Triumph	64	57	The Triumph	40	34
The Brooks	76	69	The Brooks	65	64
The Terrell	77	69	The Terrell	47	47

The total average LOS for all short-term family housing sites in FY 22 was 71 days; 48 days in FY 23 YTD.

d. *The longest stay at the site.*

	FY 22	FY 23 YTD
New Beginnings	132	93
The Kennedy	196	94
The Sterling	213	92
The Aya	210	117
The Horizon	250	110
The Triumph	216	101
The Brooks	240	120
The Terrell	353	102

**As of January 31, 2023, 100% of the families who stayed long at STFH sties in FY 22 have moved into stable housing.*

61. *Please provide how much the District is currently paying per night on average to shelter families by type of placement.*

The District pays \$195 per night per unit for STFH sites and \$258 per night on average for apartment style shelters.

62. *Please provide the number and age range of children served in each Short-Term Family Housing Facility in FY 22 and FY 23, to date.*

**Children in Shelter, by Age
Age at Shelter Entry**

shelter	FY 2022				FY 2023				Grand Total
	0-5	6-10	11-18	Total	0-5	6-10	11-18	Total	
New Beginning	36	10	6	52	32	8	5	45	97
The Aya	105	47	48	200	36	27	15	78	278
The Brooks	75	33	32	140	45	16	11	72	212
The Horizon	115	62	32	209	25	26	17	68	277
The Kennedy	64	27	27	118	33	10	9	52	170
The Sterling	93	56	47	196	36	18	8	62	258
The Terrell	82	71	60	213	51	48	37	136	349
The Triumph	104	62	45	211	56	45	29	130	341
Grand Total	674	368	297	1,339	314	198	131	643	1,982

a. *What percentage of these children under age 5 years had a child developmental screening completed?*

DHS does not currently track this number, though we do training during onboarding for new staff and annually with Strong Start and Early Stages. STFH Providers are encouraged to educate parents on the benefits of developmental screenings. STFH providers do not conduct screenings, however; STFH Providers will submit referrals to Strong Start and Early Stages.

b. *What percentage of these children under 5 years received developmental assessments or evaluations from Strong Start & Early Stages?*

DHS does not currently track this number, though we do training during onboarding for new staff and annually with Strong Start and Early Stages. STFH Providers are encouraged to educate parents on the benefits of developmental screenings. STFH providers do not conduct screenings, however; STFH Providers submit referrals to Strong Start and Early Stages.

63. ***How many families in Short-Term Family Housing were on the waitlist for Permanent Supportive Housing in FY 22 and FY 23, to date?***

DHS does not maintain a waitlist for PSH but rather clients, who meet the eligibility criteria, are matched through our F-CAHP process. In FY 22, 19 clients were matched to PSH from STFH. In FY 23 to date, there are thus far no clients matched to PSH from STFH.

64. ***How many families were placed in an Interim Eligibility placement in FY 22 and FY 23, to date? What was the average length of stay in an Interim Eligibility placement?***

- FY 22: 175 families
- FY 23 YTD: 63 families
- FY 22 and FY 23 YTD: 7 days is the average length of stay

65. ***In FY 22 and FY 23, to date, please provide the number of families that:***

a. ***Were placed in Interim Eligibility due to uncertainty around residency;***

In FY 22 45 families or 26%; and in FY 23 YTD, 19 families, or 30% were placed in IE due to uncertainty around residency.

b. ***Were placed in Interim Eligibility due to uncertainty around family composition;***

In FY 22 20 families, or 11%; and in FY 23 YTD, 9 families or 14% were placed in IE due to uncertainty around family composition.

c. ***Were placed in Interim Eligibility due to uncertainty around other safe housing arrangement;***

In FY 22, 115 families or 66%; and in FY 23 YTD, 34 families or 54% were placed in IE due to uncertainty around other safe housing arrangements.

d. ***Were found eligible following an Interim Eligibility placement;***

In FY 22, 125 families or 71%, and in FY 23 YTD 48 or 76%, were found eligible following an IE placement. In FY 22, 11 families or 6% were referred to the Homeless Prevention Program (HPP), and 25 families or 14% were a no show to their shelter placement. In FY 23 YTD, 1 family or 1% was referred to the Homeless Prevention Program (HPP), and 9 families or 14% were a no show to their shelter placement

e. ***Were found ineligible following an Interim Eligibility placement, including how many were ineligible:***

i. ***Due to Determination that they were not District residents;***

In FY 22, seven families or 4%; and in FY 23 YTD, zero families or 0%, were found ineligible due to a determination they were not District residents.

ii. *Due to Determination that they had other safe housing arrangement;*

In FY 22, five families or 3%; and in FY 23 YTD, one family or 1%, were found ineligible due to a determination they had other safe housing arrangements.

In FY 22, one family was determined a withdrawal before eligibility determination was made; and one family was deemed ineligible due to having no minor children in their care; neither of these families were included in the calculations above.

iii. *Following an appeal of ineligibility finding;*

In FY 22, one family was found ineligible following an appeal of ineligibility finding. In FY 23 YTD, there have been no requests to appeal ineligibility findings.

f. *Had IE appeals resolved via administrative review, including how many:*

i. *Resulted in a finding that the family was eligible; and.*

In FY 22, zero appeals resulted in finding that the family was eligible.

In FY 23 YTD, there have been no appeal requests following an ineligibility finding

ii. *Resulted in a family that the family was ineligible.*

In FY 22, one family was found ineligible following an appeal of ineligibility finding. In FY 23 YTD, there have been no requests to appeal ineligibility findings.

66. *What is the average age of stay in a singles shelter in FY 22 and FY 23, to date?*

Average Length of Stay (LOS):

FY 22: 178 days

FY 23 YTD: 205 days

Avg. age of stayer in FY 22 and FY 23 YTD: 49 years old

67. *For each provider contracted to run singles shelters, please provide, for FY 22 and FY 23, to date:*

a. *The amount of their contract;*

Please see Attachment 67(a), (b), and (c)

b. *The ratio of case managers to clients;*

Please see Attachment 67(a), (b), and (c)

c. *The number and percentage of clients engaged in case management services; and,*

Please see Attachment 67(a), (b), and (c)_

d. *The number and percentage of clients moving out of Low Barrier Shelter into permanent housing or other longer-term housing programs.*

	FY 22		FY 23 YTD	
	#	%	#	%
Exits from shelter for individuals	841		270	
a. Exits to permanent housing (PSH, TAH)	438	52%	143	53%
b. Exits to long-term subsidy programs (RRH)	277	33%	95	35%
c. Other exits (self-resolvers)	126	15%	32	12%

68. *Please provide the number of individuals that exited shelter in FY 22 and FY 23, to date. Please also provide:*

a. *The number and percentage of exits to permanent housing;*

See Response to Q67(d) above.

b. *The number and percentage of exits to a long-term subsidy program;*

See Response to Q67(d) above.

c. *The number and percentage of exits that resulted from termination from the program; and,*

See Response to Q67(d) above.

d. *The number and percentage of exits that resulted from any other cause; and*

See Response to Q67(d) above.

69. *Please provide the number and percentage of individuals that entered shelter in FY 22 and FY 23, to date, who had previously exited shelter in the District within the prior 6, 12, 18, and 24 months.*

	Exiters since FY20		Exiters since FY21	
	#	%	#	%
Previously exited shelter (last 24 months)	2,645	-	2,791	-
Returned within 6 months of exit	1,379	52%	1351	48%
Returned within 12 months of exit	367	14%	565	20%
Returned within 18 months of exit	45	2%	52	2%
Returned within 24 months of exit	46	2%	52	2%

70. *Please provide the capacity for medical respite beds in the District in FY 22 and FY 23, to date.*

Medical Respite Capacity		
	FY22	FY23
Christ House	12	12
801 East	--	24
PEP-V	12	12

71. *How many medical respite beds are needed in the District to meet resident needs?*

Medical respite beds are reserved for people experiencing homelessness who are too ill or frail to recover from a physical illness or injury in shelter or on the streets but are not ill enough to be in a hospital. Based on this definition, it is difficult to measure or anticipate what the need will be. Medical respite beds are also relatively new to the system – we do not yet have data on use or turnover. DHS is currently expanding the number of medical respite beds available within the system. The new 801 East facility will open 24 additional medical respite beds in FY23 Q2. DHS will be better able to assess the need once DHS starts accepting referrals for these beds and will be tracking the number of people who are not able to be served to better anticipate future demand.

The new 801 East facility also offers 20 beds for seniors and medically frail adults that offer additional amenities such as refrigerated storage for medication, ADA accessible bathrooms, and more.

DHS will expand the number of medical respite beds and beds for seniors/medically frail with the redesign of the New York Avenue shelter as well as other upcoming shelter redesign projects.

72. *What is the maximum bed capacity for each low barrier shelters for individuals?*

Note that the shelters marked with an * are hypothermia facilities that will close in April.

Beds for People Identifying as Men	Max Capacity
801 East A Wing	192
Adams Place Shelter	150
New York Avenue	225
Pat Handy (Legacy)	130
Blair House	72
*801 East Day Center	40
*CCNV Drop In Center	67
*Salvation Army	40

*Trinidad Recreation Center	60
*Church of Epiphany	30
Beds for People Identifying as Women	Max Capacity
Harriet Tubman	155
St. Josephine Bahkita	20
Pat Handy	140
Adams Place Day Center	30
*CCNV-2 South	24
*Sherwood Recreation Center	60
Beds for the LGBTQ+ Population Regardless of Gender Identity	Max Capacity
Living Life Alternative (KBEC)	40

As of February 9, 2023

73. *How many additional beds were brought online during hypothermia during FY 22 and FY 23, to date, broken down by site?*

	FY 22		FY 23	
	Men	Women	Men	Women
Salvation Army - 3335 Sherman Ave NW	40	-	40	-
Sherwood Rec Center - 640 10th St Ne	-	60	-	60
Trinidad Rec Center - 1310 Childress St NE	-	-	60	-
Langdon Recreation Center – 2901 20th St NE	60	-	-	-
Blair House – 1651 Pennsylvania Ave NW	60	-	-	-
Adams Day Center - 2210 Adams Place NE	-	30	-	30
Church of Epiphany - 1317 G St NW	-	-	30	-
CCNV Drop In Center - 425 2nd St NW	67	-	67	-
CCNV 2 South - 425 2nd St NW	-	24	-	24
801 East Men’s Shelter - 2720 Martin Luther King Jr. Ave SE	-	-	40	-
TOTAL BY GENDER	227	114	237	114
TOTAL	341		351	

74. *How much capacity in low barrier shelter for individuals is currently needed in the District to meet resident needs?*

Current Status – Sufficient Capacity

As of 2/9/23, the low barrier shelter system serves an average of 1391 people per night to date in FY23, leaving an average of 64 vacant beds. See tables below for breakdown by beds for persons identifying as men, women, and the beds for persons who identify as LGBTQ+. That said, many of the sites in the low barrier shelter portfolio are at capacity nightly and experience instances where persons presenting for shelter were unable to be served because the site was at its capacity. This happens, on average, roughly eight times per night but tends to be concentrated at specific facilities such as 801 East and Harriet Tubman. (The tables provided show the site-by-site breakdown for persons served, vacancies, and turnaways across the system.)

	Capacity	FY23 Avg. No Persons Served Per Night	FY23 Avg. No Vacancies Per Night
Beds for People Identifying as Men	986	950	36
Beds for People Identifying as Women	429	401	28
Beds for the LGBTQ+ Population Regardless of Gender Identity	40	40	0
Total	1455	1391	64

Beds for People Identifying as Men	Capacity	Avg. Persons Served/Night	FY23 Avg. Vacancies/Night	FY23 Avg. Turnaways/Night
801 East A Wing	192	192	0	2
Adams Place Shelter	130	130	0	0
New York Avenue	225	225	0	1
Pat Handy (Legacy)	130	126	4	>1
Blair House	72	65	7	0
801 East Day Center	40	40	0	>1
CCNV Drop In Center	67	57	10	0
Salvation Army	40	40	0	0
Trinidad Recreation Center	60	45	15	0
Church of Epiphany	30	30	0	0

Beds for People Identifying as Women				
Harriet Tubman	155	155	0	2
St. Josephine Bahkita	20	19	1	>1
Pat Handy	140	129	11	0
Adams Place Day Center	30	30	0	0
CCNV-2 South	24	17	7	0
Sherwood Recreation Center	60	51	9	0
Beds for the LGBTQ+ Population Regardless of Gender Identity				
Living Life Alternative (KBEC)	40	40	0	0

Spring 2023 – Additional Capacity will be Needed

In Spring 2023, the system will lose 102 beds due to scheduled shelter renovations – see table below. DHS is currently planning for ways to address this drop in the number of available beds to ensure the system continues to have enough capacity.

Upcoming Changes to Shelter Capacity		
Legacy	-130	Closing April 2023
Blair	-72	Closing April 2023
Emery	+100	Opening April 2023
Total Net Bed Loss Spring ‘23	-102	This is the impact of closing both shelters.

Capacity Consideration: The Impact of PEP-V Closure

The Pandemic Emergency Program for Medically Vulnerable Individuals (PEP-V) was launched in April 2020 as a part of the District’s public health strategy to provide a non-congregate shelter setting to protect persons who were experiencing homelessness but were also at highest risk of severe COVID-19-related health outcomes from risk of exposure to the COVID-19 virus.

As of 1/4/23, 532 people reside at one of DC’s three PEP-V sites. Overwhelmingly, most PEP-V residents will leave PEP-V for a permanent housing destination, as almost 90% of all PEP-V residents are matched to a housing subsidy. The remaining PEP-V residents will be connected to the Continuum of Care supports and services for which they are eligible. If all PEP-V residents matched and assigned to housing enter housing, DHS estimates around 50 individuals will return to shelter.

In 2024, we will recover 70+ beds when Blair reopens as a Low Barrier Shelter.

Capacity Consideration: Serving Unsheltered Individuals & New Inflow

It is worth noting that the 2022 Point in Time Count estimates that on any given night there are nearly 700 individuals living outside with an annual inflow of over 1,000 new to shelters. Should there be an increase in unsheltered individuals seeking shelter, the system would not currently have the capacity to accommodate them.

Estimates are that current inflows are approximately equal to outflows leaving the overall system and there is a current state of balance. However, if there is an increase due to any number of circumstances (e.g., an increase in migrants) we would have a capacity shortage.

75. ***How many people are currently housed at PEP-V sites?***

a. ***Please describe in detail the process for transitioning these residents as the PEP-V program ends.***

As of February 13th, 457 people reside at one of DC's three PEP-V sites. Most PEP-V residents will leave PEP-V for a permanent housing destination, as almost 90% of all PEP-V residents are matched to a housing subsidy. The remaining PEP-V residents will be connected to Continuum of Care (CoC) supports and services for which they are eligible, which may include Project Reconnect or a shelter if housing is not secured by the closing date.

Each PEP-V resident has a customized service plan that details the housing supports they are eligible for within the CoC, and in some cases within the mainstream healthcare system (e.g., assisted living facility, community residential facility). PEP-V housing case managers located at each PEP-V site create this plan with the PEP-V resident and coordinate the execution of this plan with the resident's community-based housing case management entity (i.e., PSH, Rapid Rehousing), family / friends (if permitted by the residents) and other applicable stakeholders. DHS will deploy a gradual closing of the PEP-V program one site at a time and transition residents to other housing options. FEMA will stop reimbursements for non-congregate shelter operations – ending all Federal funding for the PEP-V program on May 11th.

76. ***Please provide a table including the following information for PSH-I, PSH-F, TAH-I, TAH-F, EHV-I, EHV-F:***

a. ***Total number of slots/vouchers allotted, utilized, and not utilized in FY 21, FY 22, and FY 23, to date; and***

The table below provides the requested number of vouchers allocated, utilized (which we define as leased up), and not utilized (which we define as not leased up) in FY 21, FY 22 and FY 23. Given that clients often are matched in one fiscal year but lease up in a future fiscal year, it is more accurate to look at the number of vouchers still to be utilized across the years, rather than annually. Additionally, even though there are still vouchers to be utilized, especially from the historic allocation of vouchers in FY 22, 100% of these vouchers are matched and more than 75% of them are assigned to PSH and TAH case managers who are supporting clients in identifying and moving into units. We have not started matching clients to FY 23 vouchers yet so there are no FY 23 vouchers that are utilized.

Number of vouchers allotted, utilized, and not yet utilized in FY 21, FY 22, FY 23

	# new FY 21 vouchers	# new FY 22 vouchers	# leased FY 21+FY 22	# not utilized FY 21+FY 22	# new FY 23 vouchers
EHV-I	532	-	436	96	-
EHV-F	175	-	147	28	-
PSH-I	214	1,924	546	1,592	500
TAH-I	66	-	62	-	-
PSH-F	96	395	197	294	570
TAH-F	59	307	111	255	395

b. *The Funding for slots/vouchers allotted, utilized, and not utilized in FY 21, FY 22, and FY 23, to date.*

The tables below include the budget utilization for voucher slots in FY21, FY22 and FY23. In FY22, the LRSP budget was split into a DHS portion, which includes all funding for enhancements in FY22, and a DCHA portion, which includes ongoing funding for existing PSH and TAH voucher holders. Additionally, the below table does not include the associated budget for case management services for PSH, TAH, and EHV's.

1. Funding allotment and utilization for LRSP and EHV's

Program	Funds	FY21 budget	FY21 actual	FY22 budget	FY22 actual	FY23 budget	FY23 expenditures
EHV - DCHA	Federal	\$11,712,840	-	-	-	-	\$10,754,043 (as of 1/31/23)
LRSP – DHS funds	Local	-	-	\$63,124,646	\$7,090,602	\$96,040,435	\$4,463,643 (as of 12/31/22)
LRSP – DCHA funds	Local	\$110,191,000*	\$113,997,795*	\$119,390,000*	\$153,782,206*	\$74,258,000	\$15,278,453 (as of 12/31/22)

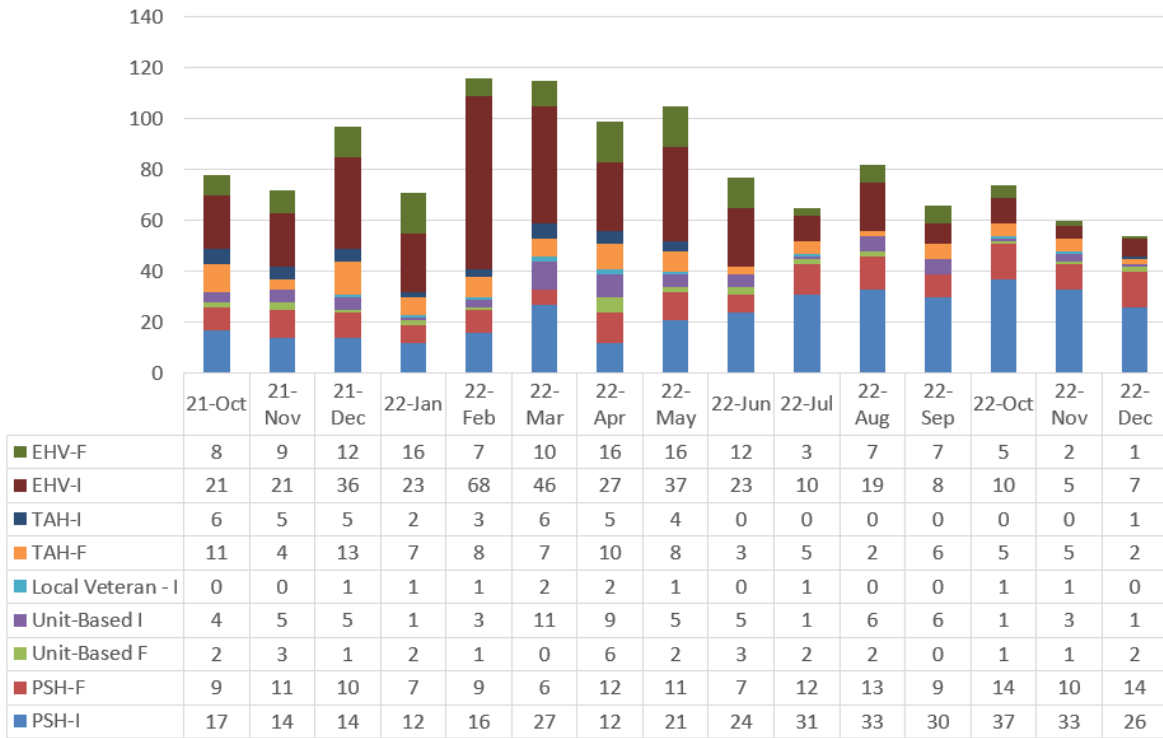
*This includes the DCHA LRSP funds and DCHA Tenant-Based funds which includes non-DHS LRSP clients.

77. *For each month of FY 22 and FY 23, to date, please provide the following for PSH-I, PSH-F, TAH-I, TAH-F, EHV-I, and EHV-F:*

a. *The total number of lease-ups that month and the number of reductions from turnover that month;*

1. Total number of lease ups by month and by program (please note that this exact figure is updated monthly on the DHS voucher utilization storymap, available on our website: <https://dhs.dc.gov/page/tracking-dhs-voucher-utilization>)

Lease ups by month and program



1. Total number of turnovers by month and by program

	PSH-I	PSH-F	EHV-I	EHV-F	TAH-I	TAH-F
Oct-21	13	3	4	0	1	0
Nov-21	12	1	10	0	3	0
Dec-21	7	8	8	0	3	1
Jan-22	14	0	5	0	5	0
Feb-22	38	4	4	0	3	0
Mar-22	32	2	28	0	3	1
Apr-22	4	0	9	1	2	0
May-22	26	2	9	0	0	1
Jun-22	40	4	11	1	3	0
Jul-22	42	6	12	0	4	0
Aug-22	44	3	6	0	1	0
Sep-22	15	0	5	0	0	0

b. *The total number of matches and actual assignments that month.*

2. Total number of matches and assignments by month and by program (M = matched that month, A = assigned that month)

	PSH-I	PSH-F	EHV-I	EHV-F	TAH-I	TAH-F
--	-------	-------	-------	-------	-------	-------

	M	A	M	A	M	A	M	A	M	A	M	A
Oct-21	0	29	11	3	0	0	0	0	0	0	0	0
Nov-21	146	9	44	28	0	0	0	0	0	0	0	0
Dec-21	128	3	55	65	0	44	0	0	0	0	0	0
Jan-22	337	150	32	19	0	0	0	0	1	0	38	0
Feb-22	359	207	67	42	0	28	0	0	1	0	53	0
Mar-22	516	89	12	16	0	32	0	0	0	0	54	0
Apr-22	4	79	2	14	0	1	0	0	0	0	97	35
May-22	65	146	0	10	0	19	0	0	0	0	52	3
Jun-22	463	62	45	29	0	4	0	0	0	0	3	7
Jul-22	0	61	83	10	0	6	0	0	0	0	0	24
Aug-22	0	13	42	11	0	0	0	0	0	0	0	25
Sep-22	0	46	0	23	0	15	0	0	0	0	0	158

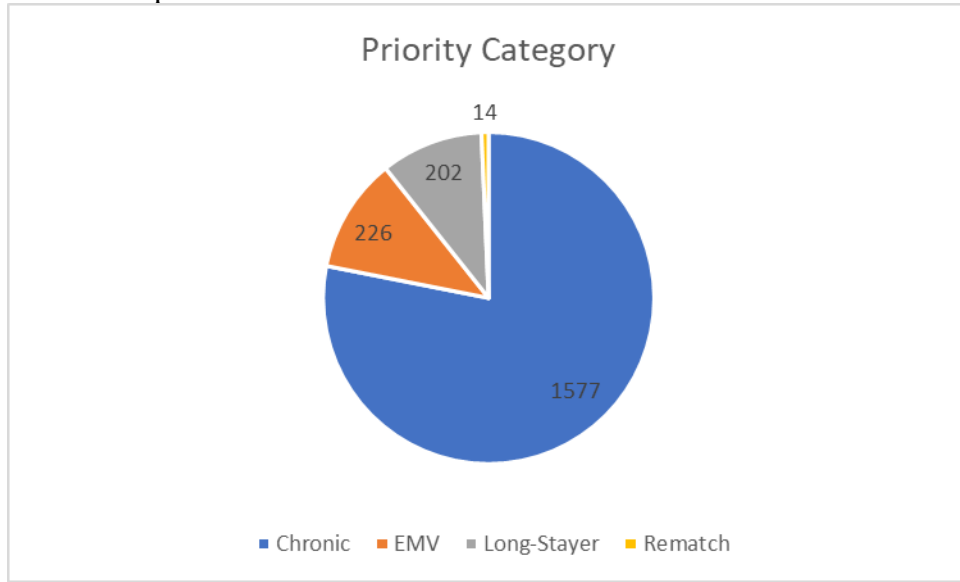
78. *Please provide the current total number of individuals or families in PSH-I, PSH-F, TAH-I, TAH-F, EHV-I, and EHV-F.*

Program	Currently Assigned to case managers in program
PSH-I	3,016
PSH-F	1,565
EHV-I	520
EHV-F	175
TAH-I	371
TAH-F	1,111

79. *Please provide a breakdown of the previous placement for individuals and families at the time of being matched for PSH-I, PSH-F, TAH-I, TAH-F, EHV-I, and EHV-F.*

DHS has historically only tracked the previous placement for families, and not for individuals, at the time of match. For individuals, DHS tracks the prioritization category of the by-name list that the participant was selected from, as defined in the figure below.

Figure 2. Previous placement for individuals matched to PSH-I in FY 22



Notes for Figure 2:

- Chronic: HUD-standard term meaning an individual has a disabling condition and has been experiencing literal homelessness for twelve continuous months without interruption or has twelve cumulative months of literal homelessness over the past three years across at least four separate episodes.
- Long Stayer: Anyone with a Date of ID going back at least 36 months is considered a long-stayer – a criterion I-CAHP began using in FY-22.
- Exceptional Medical Vulnerability (EMV) - Confirmation (through medical record, doctor's note, or other official medical document) of one or more of the following conditions: End stage renal disease (dialysis dependent); Paralysis that impairs Activities of Daily Living (such as stroke, brain trauma); Congestive Heart Failure with exacerbations; Active cancer diagnosis/treatment; Difficult to control Insulin-Dependent Diabetes Mellitus (IDDM); Poorly controlled auto-immune disorder (including AIDS); Severe vision impairment; Severe respiratory illness such as severe COPD with O2 requirement; Major Neurocognitive disorder (formerly called dementia) causing severe impairment; Severe neurodegenerative disorders such as ALS and severe MS; Other rare, potentially life-threatening illness not shown

Figure 3. Previous placement for families matched to PSH and TAH in FY 22

	FRSP, previous placement	STFH, previous placement	Transitional housing, previous placement
PSH-F	377	14	2
TAH-F	300	3	1

80. *Please explain in detail the barriers experienced by DHS that impair the agency's ability to more quickly utilize all available funding for vouchers.*

DHS is thrilled about the level of investment in housing vouchers, particularly in FY 22 and FY 23, which doubles the size of a decades-long program in just two years. Because of this historic investment, for the first time, ending chronic homelessness in DC is in sight. We are committed to doing DHS' part in growing to meet the need, while also ensuring that we are maintaining high-quality programming and services while we grow.

We are confident that we will use all of the vouchers allotted in FY 22 and FY 23, but it will take time for the entire system to scale up – for PSH providers, new and existing housing providers, DHS and DCHA. In FY 22, DHS focused on building its own capacity; we created a dedicated Permanent Housing Division to centralize oversight and operations of the DHS voucher programs and hired 15+ staff. We supported our PSH providers with hiring and retention by reducing hiring requirements wherever possible and expanding our DHS-led training for these staff, and rolled out bonuses and incentive payments for new and existing provider case management staff. We launched a dedicated Landlord Advisory Group and are currently preparing for the launch of the Central Unit Repository to support the housing providers in our system. We are committed to ongoing process and system improvements and are partnering with DCHA and the Lab to revamp the housing lease up process; provide transparency of our progress, and launched a public storyboard tracking our voucher utilization.

Finally, in the midst of this large programmatic growth, we launched a new Housing Supportive Services Medicaid benefit and procured 22 PSH3 providers, both of which took significant time and effort from all of the PSH providers and from DHS. The launch of the Housing Supportive Services benefit was a huge milestone. We are now one of only a handful of jurisdictions in the country that can draw down federal Medicaid funds to cover PSH supportive services.

There are mission-critical risks that have significantly impeded and slowed down our ability to use all of the PSH and TAH vouchers in FY 22, and continue to be risks in FY 23:

- Labor shortage for case managers – this is a national issue, and has greatly impeded the ability of our PSH providers to hire and scale up to meet their contracted capacity. As of 1/31/23, there are 540 PSH-I clients and 80 PSH-F clients who were matched to a voucher in FY 22 and are still waiting for PSH case management assistance.
- Competitive housing market – the longest part of the housing process is the time it takes for clients to select a unit, get the unit inspected and approved, and lease up in the unit. It is a competitive housing market and so our clients are competing with market rate clients, and often lose the units they identify to other tenants. Our clients also face discrimination from landlords and property managers that prevent them from identifying units that meet their preferences.
- Availability of accessible units – PSH clients in particular have an outsized need for accessible units, and these are often challenging to find in our market.

81. **How many individuals and families are currently participating in the Family Rehousing Stabilization Program or the Rapid Rehousing Program?**

FRSP: 3,034 families

RRH-I: 600 individuals

a. **What are the maximum and average subsidy amounts for each program?**

FRSP: Maximum: \$7,613; Average: \$1,907

Please note that there are three (3) families, or less than .01% of instances where families are in 7-bedroom units with extraordinarily high-cost leases, due to large family sizes and special circumstances. The program has since taken measures to implement stronger controls related to rent costs for new leases.

RRH-I: Maximum \$2,850; Average: \$1,046

b. **Please provide the total number of units rented by participants in each program by number of bedrooms.**

Families:

Number of Bedrooms	FY22		FY23	
	Number of Lease Ups	Average Rent	Number of Lease Ups	Average Rent
0	6	\$2,520.00	1	\$2,520.00
1	73	\$1,529.70	23	\$1,840.40
2	537	\$1,781.08	176	\$1,777.84
3	228	\$2,270.87	85	\$2,374.61
4	19	\$3,312.06	11	\$2,905.73
5	18	\$3,879.62	8	\$3,875.80
6	4	\$4,892.40	2	\$6,608.00
7	2	\$7,613.00	-	-
Grand Total	887		306	

Singles:

One Bedroom Apartment	Apartment - Efficiency	Shared Housing
317	60	19

Remaining RRH-I participants are matched and looking for units they can sustain upon program exit.

c. **Please provide the average rents of apartments rented by participants in each program by number of bedrooms.**

Families: See Families response to (b) above.

Singles:

One Bedroom Apartment	Apartment-Efficiency	Bedroom in Shared Housing
\$1341	\$1594	\$938

82. *Please provide the following for participants in the Family Rehousing Stabilization Program and the Rapid Rehousing Program in FY 22 and FY 23, to date:*

a. *The number and percentage of participants on the DCHA waitlist for subsidized housing;*

Families:

- FY 22: 218 (6%)
- FY 23 YTD, DHS is unable to provide this data, as a current data sharing agreement with the District of Columbia Housing Authority is not in place. DHS will assess the feasibility of providing this data in the future.

Singles:

RRH-I does not have a waiting list for DCHA.

b. *The number and percentage of participants that receive TANF; and*

Families:

- FY 22: 2,122 (66%)
- FY 23 YTD: 1,868 (65%)

Singles:

RRH-I works with individuals who are ineligible for TANF.

c. *The number and percentage of participants that receive SSI or SSDI.*

Families:

- FY 22: 138 (4%)
- FY 23 YTD: 148 (5%)

Singles:

- FY 22: 222 (24%)
- FY 23 YTD: 292 (38%)

83. *For each provider that assisted with implementation of the Family Rehousing Stabilization Program and Rapid Rehousing Program in FY 22 and FY 23, to date, please provide the contract amount, capacity, number of households served, number currently being served, and current ratio of case managers to participants.*

Families:
FY 22

Provider	FY22 Budget	FY22 Capacity	Caseload	Clients Served	Caseload Ratio
Everyone Home DC	\$617,067.00	67	67	71	1:13
Catholic Charities	\$1,385,171.40	162	162	201	1:20
Collaborative Solutions for Communities	\$1,009,746.00	105	105	145	1:18
Community of Hope	\$3,020,438.40**	235	235	261	1:19
Community of Hope - YF		73	73	101	1:23
East River Collaborative	\$1,093,223.04	130	130	167	1:15
Echelon Community Services	\$1,402,425.00	137	137	231	1:25
Edgewood Brookland Collaborative	\$560,970.00	56	56	76	1:24
Far Southeast Collaborative	\$362,439.00	37	37	57	1:34
Georgia Avenue Collaborative	\$1,275,125.31	100	100	216	1:12
North Capitol Collaborative	\$2,533,521.13	351	351	442	1:24
Housing Up	\$3,367,517.40	348	348	441	1:15
DHS-OWO	DHS Internal	460	460	641	1:23
My Sister's Place	\$459,243.00	54	54	54	1:19
KBEC Group	\$612,324.00	69	69	106	1:22
Veterans on the Rise	\$408,216.00	46	46	61	1:20
DHS-Direct Services	DHS -Internal	345	345	350	1:23

*As a part of the new FRSP Human Care Agreements, all FRSP direct service delivery will be administered by community providers. DHS is in the process of transitioning into an oversight and management role. The plan is for Office of Work Opportunity (OWO) to transition all FRSP cases to FRSP providers by FY23 third quarter.

FY 23 YTD (as of 2/2/23)

Provider	FY23 Budget	FY23 Capacity	Current Caseload	Clients Served*	Current Caseload Ratio
Everyone Home DC	\$1,954,429.00	150	71	71	1:23
Catholic Charities	\$2,110,007.80	150	150	162	1:25
Collaborative Solutions for Communities	\$2,131,411.00	150	120	120	1:25
Community of Hope	\$5,030,545.25	300	255	277	1:21
East River Collaborative	\$3,518,174.44	200	194	195	1:20
Echelon Community Services	\$3,471,287.50	300	244	258	1:18
Edgewood Brookland Collaborative **	\$1,836,687.48	150	0	0	0:0
Far Southeast Collaborative	\$1,942,965.86	150	72	73	1:15
Georgia Avenue Collaborative	\$3,222,887.50	300	286	286	1:19
North Capitol Collaborative	\$4,560,846.72	350	319	319	1:21
Housing Up	\$4,811,314.32	350	296	296	1:16
DHS-OWO	N/A	225	225	225	1:10
My Sister's Place	\$2,060,600.00	150	114	114	1:16
KBEC Group	\$1,824,538.59	150	144	157	1:20
Veterans on the Rise	\$1,994,382.81	150	118	136	1:17
Spring Leaf	\$2,042,400.00	150	147	147	1:18
Maximus	\$3,509,201.97	250	99	99	1:17
CORE DC	\$1,916,734.24	150	120	120	1:24

*As a part of the new FRSP Human Care Agreements, all FRSP direct service delivery will be administered by community providers. DHS is in the process of transitioning into an oversight and management role. The plan is for Office of Work Opportunity (OWO) to transition all FRSP cases to FRSP providers by FY23 third quarter.

**Provider coming online in mid-February 2023

Singles:

FY 22: 944 individuals total

FY 23 YTD: 775 individuals total

FY 23 YTD: 600 individuals currently being served

FY 22					
Program Providers	Current caseload	Clients served	Contract amount	Current capacity	Case manager ratio
Bradly & Associates	0	117	\$989,863	Up to 100	1:12-20
CORE DC	100	130	\$855,048.02	Up to 100	1:12-20
Echelon Community Services Inc.	100	145	\$987,921.04	Up to 100	1:12-20
Hillcrest Children and Family Center	100	133	\$1,001,298.86	Up to 100	1:12-20
Institute For Emotional Regulation	100	157	\$999,588.00	Up to 100	1:12-20
Metropolitan Education Solutions	100	117	\$1,004,038	Up to 100	1:12-20
Wheeler Creek	100	145	\$927,055.34	Up to 100	1:12-20
FY 23 YTD Data					
Program Providers	Current caseload	Clients served	Contract amount	Current capacity	Case manager ratio
CORE DC	100	118	\$931,590.99	Up to 100	1:12-20
Echelon Community Services Inc.	100	120	\$992,785.47	Up to 100	1:12-20
Hillcrest Children and Family Center	100	123	\$1,003,801.18	Up to 100	1:12-20
Institute For Emotional Regulation	100	154	\$999,502.65	Up to 100	1:12-20
Metropolitan Education Solutions	100	114	\$1,002,524.85	Up to 100	1:12-20
Wheeler Creek	100	146	\$926,059.27	Up to 100	1:12-20

84. ***For participants in the Family Rehousing Stabilization Program and the Rapid Rehousing Program in FY 22 and FY 23, to date, please provide:***
- a. *The average monthly income at the time of program entry and exit; and,*
 - b. *The number and percentage of participants experiencing an increase in income prior to program exit.*

Response to (a) and (b) below:

	FY 22		FY 23	
	Unaccompanied Individuals	Adults in Families	Unaccompanied Individuals	Adults in Families
Average Monthly Income at Entry	\$837	\$857	\$721	\$804
Average Monthly Income at Exit	\$1,133	\$1,022	\$963	\$809
Number of households increasing income	63	1219	20	171
% of households increasing income	13%	35%	14%	48%

85. *What number and percentage of participants that exited the Family Rehousing Stabilization Program and the Rapid Rehousing Program in FY 18, FY 19, FY 20, FY 21, FY 22, and FY 23, to date:*

a. *Have since reentered the homeless system?*

Families:

FRSP Exit Period	No.*	%
FY18	108	19%
FY19	139	14%
FY20	61	9%
FY21	29	4%
FY 22	44	3%
FY 23 YTD	5	0%
Grand Total	386	

*This number refers to returns to VWFRC for services at any point.

Singles:

RRH Exit Period	No.	%
FY18	26	62%
FY19	42	29%
FY20	48	34%
FY21	30	20%
FY 22	40	11%
FY 23 YTD	5	5%
Grand Total	191	

b. *Have moved into permanent housing?*

Families:

FRSP Exit Period	Number (%)
FY18	176 (25%)
FY19	204 (21%)
FY20	202 (29%)
FY21	208 (30%)
FY 22	296 (21%)
FY 23 YTD	100 (14%)
Grand Total	1186 (23%)

	Pending Exits and Program Transfers
TAH/PSH	621
DC Flex	67
Career MAP	544
Total	1,232

Singles:

Fiscal Years	No.	%
FY 18	65	25%
FY19	46	12%
FY20	26	13%
FY21	3	1%
FY22	103	18%
FY23 YTD	26	12%

86. *For individuals and families in Rapid Rehousing in FY 22 and FY 23, to date, please provide:*

a. *The number of units inspected;*

Families: See Families chart in 86(c) below

Singles:

	FY 22	FY 23 YTD
Individuals	266	109

b. *The number of units that passed initial inspection;*

Families: See Families chart in 86(c) below

Singles:

	FY 22	FY 23 YTD
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Individuals	263	105
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c. *The number of units that failed initial inspection;*
Families:

	FY 22	FY 23YTD
Initial Inspections	1,654	543
Initial Passed	899	349
Initial Failed	303	146
Other Initial Outcomes (Unable to Inspect, Declined Units, Not Ready)	452	48
Other Inspections (Complaint and Re-inspection)	822	376
Re-inspection Pass	276	105
Re-Inspection Fail	143	51
Other Re-inspection Outcomes	112	18
Complaint Inspection Pass	21	19
Complaint Inspection Fail	143	138
Other Complain Inspection Outcomes	125	44
Total Inspections	2476	919

Singles:

	FY 22	FY 23YTD
Individuals	3	4

d. *The number of units that failed initial inspection where the participant
eventually moved in.*

Families:

FY 22: 254

FY 23 YTD: 67 to date

Singles:

	FY 22	FY 23 YTD
Individuals	2	2

e. *The number of participants who requested transfers due to housing conditions in their units;*

Families:

FY 22: 309

FY 23 YTD: 35

Singles:

FY 22: 1

FY 23 YTD: 2

f. *The number of participants who were granted transfers due to housing conditions in their units;*

Families:

FY 22: 222

FY 23 YTD: 20

Singles:

FY 22: 1

FY 23 YTD: 1 (additional 1 pending)

g. *The average length of time between when a family requests a transfer due to housing conditions and when they are awarded transfers; and,*

Families:

FY 22: 3.7 days

FY 23 YTD: 2 days

Singles:

FY 22: 3 days

FY 23 YTD: 3 days

h. *The number of participants who successfully moved after a granted transfer due to housing conditions in their units.*

Families:

- FY 22: 87
- FY 23 YTD: Of the 20 participants approved to relocate, one client has successfully done so. The remaining 19 families are in the unit search process.

Singles:

- FY 22: 1
- FY 23 YTD: 1

87. *Please provide the standards that are used for unit inspections for Rapid Rehousing and describe the inspection process.*

FRSP: DHS contracts with the Greater Washington Urban League (GWUL) for the unit inspection process. GWUL utilizes the U.S. Housing and Urban Development's (HUD's) standard checklist to complete an initial inspection and/or a complaint reinspection. This ensures that the unit meets federal housing quality standards and the family moves into a safe and habitable unit.

RRH-I: This program uses a locally developed standard, the Housing Habitability Standards Inspection Checklist, to evaluate and determine the acceptable quality standard of the unit. The unit must pass all the elements listed on the checklist to be deemed ready for occupancy. There are 11 elements on the checklist including, but not limited to the following: Point of access, interior air quality, water supply, and sanitary facilities. All inspections are completed by the RRH-I Providers' Housing Navigators.

- There are several factors which must be satisfied to initiate the inspection process:
 - The client must view and accept the unit as indicated by affixing their signature to the Unit Viewing Form
 - The Housing Navigator carries out an inquiry to ensure that the Unit is rent reasonable.
 - The Housing Navigator, Leasing Agent/Property Owner, and client will arrange on a mutually agreed time and date for the unit to be inspected. DHS/RRH requires that a Unit should be inspected within 7 days of approval.
 - The Housing Navigator carries out the inspection and updates the inspection form with the outcome of the inspection.
 - If the unit fails the inspection the Housing Navigator will identify, discuss with all parties present, and document the infractions A copy of the list of infractions will be given to the Agent/Property Owner.

- In addition to the above process, the following must occur to maintain and verify a systematic method of collecting inspection data:
 - The scheduled date is entered into the shared data platform "OCTO". (Until the inspection occurs the inspection remains in "Pending" status).
 - Upon completing the inspection on the scheduled date, the results of the inspection must be entered into "OCTO" indicating, pass or fail (reason for failure).
 - If the inspection passes the initial inspection, the date is recorded and the "Housing Habitability Standards Checklist" must be uploaded into the system as a means of verification.
 - If the inspection fails and only if the client is still interested in the property, a re-inspection will be re-scheduled to ensure reasons for failure is rectified.

All scheduled inspections, re-inspections, failure and pass dates, reasons for failures are currently being captured and measured systematically to identify regular properties with failed inspections or problematic properties to ensure best services and quality of life is being rendered to the clients served by the RRH-I program.

88. *Please describe how DHS assists individuals or families who identify housing conditions issues in their units during Rapid Rehousing.*

FRSP:

When families are experiencing issues with housing conditions, their case managers assist them to first document and report issues to their landlords. Landlords are then afforded an opportunity to address the concerns. If issues are not mitigated timely (emergency concerns within 48 hours and non-emergency within 30 days), case managers worked with TCP (in FY 22) and DHS (in FY 23) to initiate a complaint inspection.

Complaint inspections are conducted by the GWUL, who inform DHS and the landlord of the items that are required to be repaired along with the required timeline to mitigate the concerns, if necessary (48 hours for emergency issues: no heat or air, gas leak, major plumbing leaks of flooding etc.; 30 days for non-emergency issues). DHS offers a shelter placement if unit issues present an imminent safety risk to the family. If a landlord fails to mitigate the noted items listed for repairs in a timely manner, DHS may opt to pause the monthly rental payment via the Housing Assistance Payment contract. If issues continue to persist unresolved, case managers work with families to relocate altogether.

RRH-I:

When individuals experience issues with housing conditions, case managers assist with documenting and reporting to their landlords, who are then afforded the opportunity to address reported concerns. Additionally, if issues are not mitigated timely (emergency concerns within 48 hours and non-emergency within 30 days), case managers work with DHS to initiate a complaint inspection.

Complaint inspections are conducted by the District of Columbia Department of Consumer and Regulatory Affairs (DCRA), who informs DHS and the landlord of the results and if needed the housing violations that must be repaired along with the required timeline to mitigate. DHS may request that the landlord move the client to a new unit or provide a hotel or similar accommodation at the expense of the landlord if the unit presents imminent safety risks to the individual while the unit is being repaired. If issues are not resolved, case managers work with the landlord to release the client from the lease agreement and relocate the client to a new unit.

89. *What was the average monthly cost for case management for Rapid Rehousing in FY 22 and FY 23, to date?*

Families:

FY 22: \$863

FY 23 YTD: \$891

Singles:

FY 22: \$939

FY 23 YTD: \$813

90. *Please provide the following outcome measurements for individuals and families participating in Rapid Rehousing in FY 22 and FY 23, to date:*

a. *The average amount of time between shelter placement and lease up in the program;*

Families:

FY 22: 78 days

FY 23 YTD: 42 days

Singles:

Unknown, as clients are transient and enter shelter at various times and are matched from outreach and other locations. Thus, we do not track this information.

b. *The average amount of time before a participant is assigned to a provider for services;*

Families:

FY 22: 166

FY 23 YTD: 0 days – FRSP has been able to make assignments at lease up.

Singles:

See Singles chart below

c. *The average number of months of assistance after assignment to a provider for case management services; and*

Families:

- FY 22: Participants received an average of 24 months of case management at program exit.
- FY 23: Participants have been receiving an average of 20 months of case management at program exit thus far.

Singles:

- See Singles chart below

d. *The subsidy amount at the time of the last subsidy payment before program exit.*

Families:

- FY 22: Average subsidy at exit was \$1700.
- FY 23: Average subsidy at exit thus far has been \$1909

Singles:

Fiscal Year	(a) Average Time taken to Lease up	(b) Average time taken between match and assignment	(c) Average # Months of Assistance	(d) Average Subsidy amount at Exit
FY 22	116 days	35 days	20	\$1,036.13
FY 23	104 days	59 days	17	\$977.60

91. *Please provide the number of individuals and families that exited from Rapid Rehousing in FY 22 and FY 23, to date. Please additionally provide the following data:*

a. *The number and percentage of exits as the result of the participant no longer needing assistance;*

Families:

Current FRSP regulations do not allow DHS to exit families who no longer need assistance (aka “successful exit”). We are working to update regulations to again allow for successful exits.

Singles:

See Singles chart under (e) below

b. *The number and percentage of exits to permanent housing;*

Families:

FRSP Exit Period	No. (%)
FY 22	296 (38%)
FY 23 YTD	100 (98%)
Total	396

This data includes TAH/PSH and Career MAP

Singles:

See Singles chart under (e) below

c. *The number and percentage of exits to a long-term subsidy program;*

Families:

FY 22: 296 (38%) and FY23 YTD: 100 (98%)

Singles:

See Singles chart under (e) below

d. *The number and percentage of exits that resulted from the expiration of the subsidy; and,*

Families:

FY 22: 452 (58%)

FY 23 YTD: 0 (0%)

Singles:

See Singles chart under (e) below

e. *The number and percentage of exits that resulted from other causes, broken down by reason for exit.*

Families:

Exit Reason	FY22	FY23 YTD
Abandonment	3 (.03%)	0 (0%)
Able To Afford Full Rent	1 (.01%)	0 (0%)
Assistance Cap	452 (58%)	0 (0%)
Client Submitted Notice to Vacate Unit	8 (1%)	1 (.01%)
Death	2 (.02%)	0 (0%)
Other	3 (.04%)	0 (0%)
Successful Attainment of Plan Goals	5 (.06%)	0 (0%)
Termination - Knowingly engaging in repeated violations	3 (.04%)	1 (.01%)
Transfer of Funding Source	296 (38%)	100 (98%)
Eviction	0 (0%)	1 (.01%)
Voluntary Withdrawal	0 (0%)	2 (.02%)
Total	773	104

Singles:

Exit Reasons	FY 23 YTD	FY 23 YTD %	FY22	FY22 %
Self-sufficient does not need RRH (a)	18	8%	26	4%
Exited to Permanent Housing (b)	26	12%	103	18%
Transferred to PSH (c)	11	5%	45	7%
Abandoned Unit	2	<1%	2	<1%
Incarcerated	2	<1%	8	1%
Deceased	3	<1%	1	<1%
Refused Housing	21	10%	43	7%
Relocated out of DC	10	5%	24	3%
Termination/ violation of program rules	44	36%	66	<1%

Transferred to FRSP Program	3	<1%	4	<1%
Transferred to Higher Level of Care: CFR, Group Home	2	<1%	8	1%
Unable to Engage	63	30%	107	19%
Return to TCP within 30 Days	5	<1%	22	4%
Expiration of the subsidy (Long stayers) (d)	0	<1%	30	5%
Internal transfers	1	<1%	84	15%
Other Exit Reasons not specified EHV, Issue with OCTO, voluntary exits	1	<1%	3	<1%
Total Exits	212		576	

92. *Please describe in detail any changes to the Rapid Rehousing Program in FY 22 and FY 23, to date, including, but not limited to:*

Families: There are several program enhancements the agency is implementing that DHS hopes will lead to improved customer experience. In addition to the items listed from 92 a-d, below are the major enhancements that FRSP is implementing. Note that some of the changes are contingent upon updating the FRSP regulations and gathering community feedback.

- **Expansion of FRSP Case Management Capacity:**
 - To ensure that all families are connected to a case manager at the time that they sign a lease for a unit, DHS expanded the program’s case management capacity. This has allowed us to implement a new process in which FRSP case assignments are made prior to a lease up event, and FRSP providers can attend the event, and initiate services with the family. This expansion of capacity has also allowed DHS to ensure that all families are currently connected to a FRSP case manager.
- **Life Skills Training**
 - Integration of a Life Skills component in the day-to-day service delivery to assist households with overall skills which includes (not limited to): Apartment Upkeep/Maintenance, Financial Management/Budgeting, Daily Living Skills, Health and Well-Being
- **Non-Traditional Service Hours**
 - This includes flexibility with meeting times for case managers for families who work traditional hours and require non-traditional hours for case management meetings.
- **Exit Bonus and Financial Incentives**
 - A financial bonus for families (and providers) upon meeting specific eligibility requirements and exiting to stable housing.

Singles: RRH-I increased the number of providers from three to seven which led to the ability to serve 600 individuals in FY 22, as compared to 300 individuals in the year prior. Though the number of providers reduced to six providers in FY 23, the RRH-I was able to maintain and provide services to 600 individuals experiencing and/or exiting homelessness. Furthermore, RRH-I added two new positions to providers' staff: Housing Navigator and Employment Specialist. The program also pays up to \$150.00 per participant for housing application fees and covers the cost of renters' insurance. During FY 22 and FY 23 YTD, RRH-I streamlined the subsidy payment process by implementing and launching a system that tracks timely subsidy payments and quality assessment of documentation before the disbursement of funds.

a. *Changes in the affordability of rent for program participants;*

Families: Previously, families were paying 40-60% of their adjusted annual income towards rent. As of FY 23, however, all newly entering families' rent contribution amounts were capped at 30% of their adjusted annual income. DHS is still working on a plan to adjust current families rent to 30% of their adjusted annual income in FY 23 and will proceed with implementation upon the approval of new FRSP regulations.

Singles: There have been no changes to rent for program participants who are required to contribute 30% of their gross income. For participants with no income, the RRH-I program pays the full amount of rent. The program relies on the participants' engagement with the Employment Specialist to connect to the resources and workforce development programs that can increase their income in order to afford their rent when they exit the program. In addition, RRH-I is working to establish more shared housing options to provide more options for clients to identify ways to manage the challenges of the housing market in DC. To date, we've experienced some success with client interest and successful shared housing experiences.

b. *Changes in the length of assistance and eligibility for extensions;*

Families: DHS is in the process of updating the regulations to change the program assistance length from 12 months to 18 months. This adjustment allows all families who enter the program after October 1, 2022 to receive up to 18 months of program services. With this change, participants would be eligible for an extension if they have been matched to permanent housing assistance, such as Permanent Supportive Housing or Targeted Affordable Housing, and are awaiting a connection to that resource. Overall, this will allow families additional time to increase their income, partner with their case managers, and decrease any remaining barriers.

Singles: RRH-I participants enter the program unhoused. The anticipated length of stay in the program is up to 12 months. Participants who are housed for 12 months may be granted an extension up to six months, in increments of three months, to complete specific goals that would allow them to successfully exit the program without subsidy assistance.

c. *Changes in connection to permanent housing; and,*

Families: As a part of the updated program model, DHS is implementing a service model component where ongoing assessment is required, and an exit plan for a family is determined within the first 90 days. Based on the plan, case managers work with the family towards their identified goals in the Housing Stabilization Plan.

Singles: RRH-I acknowledges the high cost of rent in the District. The program has placed great emphasis on exploring shared housing. RRH-I is working with the Community Assessed Housing Placement (CAHP) and PSH teams to revamp the step-up/transfer process to PSH from RRH-I to be more transparent and clearer for clients and the community.

d. *Changes to whether available services are voluntary or mandatory.*

Families: DHS is in the process of developing an option for families who decide that the full offering of FRSP case management services are not needed. These families would have the opportunity to opt out of case management services and receive only the FRSP rental subsidy for their program time. Families who are approved to transition to this model would not receive ongoing case management services but would be connected to a service provider to communicate any changes in income, emergency inspections, or if other emergent situations where assistance is needed. DHS is currently developing the policy and eligibility factors for Opting Out.

Singles: Two benefits of the RRH-I Program are rental subsidy assistance and case management services. RRH-I participants have the autonomy to discontinue services at any time and terminate themselves from the program. While in the program all clients will be provided RRH-I services to include Case Management and Rental Subsidy Assistance to help the client transition from homeless to permanent housing.

93. *How many families who came to Virginia Williams for assistance in FY 22 and FY 23, to date were participating in Rapid Rehousing or had participated at any time prior to their visit?*

In FY 22, 58 past or current FRSP clients visited VWFRC. In FY 23 YTD, 33 past or current FRSP clients have visited VWFRC.

94. *Please describe the Career Mobility Action Plan program in detail, including:*

The District of Columbia (District) Career Mobility Action Plan (Career MAP) is a groundbreaking pilot designed to remove barriers that confront families as they pursue employment which can sustain their families. For up to five years, the pilot will provide resources directly to families who have experienced homelessness, are committed to pursuing a career, and are at risk of losing cash, food, health care, childcare, and housing benefits at a rate that is greater than their growth in earned income (also known as 'benefits cliffs').

The program provides financial assistance, career coaching and supportive services, taking a holistic, two-generational approach to supporting families. Household resources are designed to mitigate benefits cliffs and provide financial stability to families consist of:

- Up to 5 years of rental assistance, with rent discounted to compensate for any lost Supplemental Nutrition Assistance Program (SNAP) or District cash assistance benefits as a family's income increases. Families pay 30% of their net income in rent less any discounts if they remain in compliance with program rules.
- Cash fund of up to \$10,000 per year that reimburses participants for losses of medical and childcare benefits as a family's income increases, as well as any SNAP or District cash assistance benefit losses that can't be covered through rent discounts. The \$10,000 cap per year may be increased if funds are available.
- Escrow accounts that receive \$200 deposits each month a household pays rent, resulting in up to \$12,000 available to participants at the end of the program.
- Emergency payments up to \$1,000 per year to help families stay on track towards goals.

a. ***The number of families served in FY 22 and FY 23, to date;***

FY 22: No families were enrolled during FY22, as program design and launch required extensive engagement, program design work and planning. DHS with the support of the Lab@DC worked closely with families in FRSP, the Federal Reserve Banks of Atlanta and Richmond and additional national and local subject matter experts. DHS worked with Council to issue emergency legislation, which was enacted in May 2022 and to issue emergency rulemaking which was completed in September 2022. An application and lottery process to select families for Career MAP from FRSP was conducted during the summer of 2022, with 1,438 FRSP families applying for placement into Career MAP or DC Flex. The lottery process resulted in 300 selections in August 2022 and initial intake activities for these selectees to prepare for enrollment in early FY 2023. The District expanded enrollment in the program to 600 total participants during FY 2023 using the same lottery pool.

FY 23: As of February 15, 2023, 304 families have been enrolled in Career MAP. The first 50 families started in the program on December 20, 2022; and 50-100 families are starting the program every two weeks currently in order to ensure warm handoff and a smooth transition process between FRSP and Career MAP. DHS anticipates having all 600 families enrolled in Career MAP by Spring 2023.

b. ***The amount of funding dedicated to the program;***

Career MAP's FY 22 budget was \$2,704,550 in federal American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF). This funding was lower than planned totals in subsequent fiscal years since it was a startup year; and only \$340,083 was spent due to initial enrollments not occurring until FY 23.

Career MAP's FY 23 budget is \$22,474,900, including:

- \$14,674,900 in ARPA SLFRF funds to support participant payments (income support payments, escrow accounts, and emergency payments), provider services, and staffing and administrative costs; and a portion of rental assistance; and
- \$7,800,000 allocated from the FRSP program to support remaining rental assistance needs.

c. ***The metrics used to measure its success;***

Career MAP is being evaluated in partnership with the Lab@DC using a randomized control trial method that draws on a control group from the application and lottery process. Analyses of shorter-term outcomes will also be completed to assess early lessons learned and potential program adjustments. DHS and The Lab@DC are still finalizing an analysis plan and the exact measures that will be used, and intend to align these measures with the District's Upward Mobility Action Plan dashboard indicators. Some key outcome measures we are focusing on for the evaluation will include employment, earnings, receipt of public benefits, metrics related to education and skills gains, and other indicators of wellness. Measures DHS is actively tracking for participants include employment, progress towards career and family goals, engagement with an assigned navigator, participation in peer network activities, and participation in education and training activities.

In general, program success will be focused on participating families making significant economic gains on a path to the middle class, measurable improvements in their wellness and quality of life, and the cost effectiveness of the program model. DHS plans to use both early lessons learned and longer-term evaluation outcomes to inform program updates over time and activities in other programs.

d. ***The policy for discounts for compliance with program rules;***

Career MAP's compliance requirements include continued District residency, meeting with an assigned navigator to work on career and family goals at least once per month, and paying rent that is due after subsidies. The program includes graduated sanctions that provide families with numerous opportunities to move into compliance before any benefits are reduced or a termination that can occur. For families that remain in compliance with program terms, the program's policies for providing discounts and other benefits that help alleviate benefits cliffs and allow families to keep more of what they earn are as follows:

- Up to 5 years of rental assistance, with rent discounted to compensate for any lost Supplemental Nutrition Assistance Program (SNAP) or District cash assistance benefits as a family's income increases. Families pay 30% of their net income in rent less any discounts if they remain in compliance with program rules.
- Cash fund of up to \$10,000 per year that reimburses participants for losses of medical and childcare benefits as a family's income increases, as well as any SNAP or District cash assistance benefit losses that can't be covered through rent discounts. The \$10,000 cap per year may be increased if funds are available.

e. ***The number of emergency payments offered to families in the program;***

The first Career MAP families enrolled in December 2022, and only 304 families have completed enrollment and started services as of February 15, 2023, so data on emergency payments only covers about a three-month time period and a limited set of participants. But we have already seen significant need for additional financial resources to help families begin

working towards career and family goals. The program allows for up to \$1,000 per year in emergency payments to be issued per family. As of February 13, 2022:

- 21 families had accessed \$11,018 in funds, and
- The average disbursement to date was \$648.

f. ***A list of any partner providers for the program, including services provided and number of residents served; and***

Two providers were competitively selected to receive grants during FY 23 to provide comprehensive career and family supports to participants, including staffing assigned navigators that are the primary point of contact for each participant, in addition to issuance of emergency payments:

- *Greater Washington Urban League (GWUL)* – serving 300 participants
- *Fedcap* – serving 300 participants

An additional grant was competitively awarded to *Capital Area Asset Builders (CAAB)* to administer income support payments and escrow accounts, as well as provide financial management and literacy education to all 600 participants, as well as financial management and literacy coaching activities to a smaller group of up to 300 participants. GWUL is also providing financial management and literacy coaching services for up to 300 of the participants working under their Career Map grant for career and family supports noted above.

g. ***Any plans for further expansion of the program.***

There are no immediate plans for program expansion, but DHS will continue to assess early program outcomes to inform future plans.

96. ***Please provide an update on the status of the courts data match with DHS for eviction cases and if there have been any changes in FY 22 and FY 23, to date.***

Due to Title 42 Chapter 35 § 42–3505.09 that seals eviction court records, DHS was unable to do a data match with the court. DHS is working with the courts and other stakeholders to update our data sharing agreements. These agreements will also include technology (i.e., Odyssey System, ETL, and .NET) that we are currently using to assist people in households who are involved with the courts.

97. ***How many individuals and families served through the continuum of care identified domestic violence as a housing barrier or contributing factor to homelessness in FY 22 and FY 23, to date?***

	FY22	FY23 YTD
Individuals	1,567	1,058
Families	470	126

98. *How many families assessed at Virginia Williams in FY 22 and FY 23, to date, were identified as, or disclosed being, survivors of domestic violence?*

In FY22, 1,401 families were identified as, or disclosed being, survivors of domestic violence, and 239 families to date in FY23 have been so identified or disclosed being domestic violence survivors. All of these families were referred to domestic violence services.

99. *Please identify all entities with which DHS maintained contracts to provide Emergency Rental Assistance Program (ERAP) support in FY 22 and FY 23, to date. For each provider, please provide:*

a. *The amount of funding allocated to the provider by fiscal year;*

Provider	FY 22 Total	FY 23
Catholic Charities	\$5,674,740	\$6,000,000
Greater Washington Urban League	\$6,623,445	\$5,073,445
Housing Counseling Services	\$12,000,000	\$12,000,000
Salvation Army	\$9,400,000	\$9,500,000
The Community Partnership	\$8,500,000	\$8,500,000
United Planning Organization (UPO)	\$900,000	\$1,500,000

b. *The number of full-time and part-time staff each provider allocates to administering ERAP; and,*

Provider	Full-Time	Part-Time
Catholic Charities	6	n/a
Greater Washington Urban League	8	1
Housing Counseling Services	18	6
Salvation Army	10	n/a
The Community Partnership	7	n/a
United Planning Organization (UPO)	3	n/a

c. *The number of individuals seeking emergency rental assistance, by method (phone, online, walk-in, etc.), in FY 22 and FY 23, to date.*

DHS has transitioned to receiving online applications only. Customers with limited to no technical capacity may call the ERAP hotline and a worker can assist with online application. Two locations, Salvation Army and Greater Washington Urban League, have laptops and tablets that can be utilized by customers by appointment or as a walk-in.

100. *Please provide the total number of individuals who submitted ERAP applications in FY 22, and FY 23, to date and provide the following for this population:*

FY 22	FY 23 YTD
21,262	10,592

a. *How many had an active write of restitution;*

FY 22	FY 23 YTD
1,295	388

b. *A breakdown by household size;*

FY 22		FY 23 YTD	
HH Size	# of HH	HH Size	# of HH
1	9454	1	5139
2	5286	2	2765
3	3269	3	1830
4	1846	4	1116
5	873	5	489
6	332	6	229
7	111	7	76
8	56	8	47
9	22	9	12
10	9	10	14
11	2	11	3
12	2	12	4
13	0	13	1
14	1	14	0
15	0	15	0

c. *A breakdown by income;*

FY 22		FY 23 YTD	
HH Size	Average monthly Income	HH Size	Average monthly Income
1	\$2,592.28	1	\$2,409.82
2	\$2,429.32	2	\$2,434.06
3	\$2,763.19	3	\$2,830.50
4	\$2,216.42	4	\$2,134.99
5	\$2,097.66	5	\$1,969.14
6	\$2,023.82	6	\$2,599.10
7	\$1,749.75	7	\$1,921.59

8	\$2,373.08	8	\$2,689.66
9	\$1,546.05	9	\$1,958.85
10	\$1,987.67	10	\$2,105.36
11	\$2,241.50	11	\$3,494.33
12	\$1,534.00	12	\$1,826.00
13	n/a	13	\$1,763.00
14	\$1,266.00	14	n/a
15	n/a	15	n/a

d. *Average amount requested;*

FY 22	FY 23 YTD
\$6,071.55	\$6,360.40

e. *The number who had previously received ERAP, by year assistance previously received;*

ERAP launched a new .NET platform and because we have shifted to a new system we are not able to validate whether people received assistance prior to 2020.

f. *How many received assistance;*

In FY 22, 7,473 applications were approved for rental assistance. In FY 23 YTD, 2,924 applications were approved for rental assistance.

g. *The mean and median amount of assistance received;*

Median:

FY 22	FY 23 YTD
\$4,650	\$4,982

Mean:

FY 22	FY 23 YTD
\$4,813	\$4,901

h. *How many were denied, broken down by reason for denial; and,*

FY 22	FY 23 YTD	
8,272	1,537	
Reasons for Denial	FY 22	FY 23 YTD
Income Exceeds 40% AMI	219	67
ERAP payment already issued in the last 12 months	75	45
ERAP will not alleviate the housing crisis	202	194
Documents not returned/Abandoned	3,544	739
Landlord refusal of payment or failure to submit required tax documents	8	2
Client requested case to be closed	6	7
Not a DC resident	314	29

No verifiable crisis/emergency or has resources to mitigate the emergency	40	253
Agency out of funds	0	0
Client is in another DHS funded program that pays their rent	132	6
Unreported income to DCHA	14	0
Other/Not disclosed/Duplicate Reasons	3,304	157
STAY DC (did not apply to rental arrears)/Resources Available to obtain or retain housing	388	38

*Note- ‘Other’ as a response is no longer an option in FY23 as the denial reasons are connected to regulations. In FY 22, Case Managers were able to select “other” and indicate a reason. *

i. ***The number of applicants who appealed denial and the outcomes of those appeals.***

The Office of Administrative Hearing (OAH) follows a calendar year, not fiscal.

CY 22	CY 23 YTD
94	77
CY 22	CY 23 YTD
1	0*

Hearing Outcomes FY 22	
FAR-Favorable Administrative Review	1
PUBPETNORESP - Public Benefits Dismissed Pet no Response	1
PUBDBLNOSHOW - Public Benefits Dismissed Double No-Show	5
DISMJUR-Dismissed-No Jurisdiction	1
JPET-Judgement in Favor Petitioner	6
JRES-Judgement in Favor Respondent	5
PUBDISMMT-Public Benefits Dismissed as Moot	4
PUBPETNS-Public Benefits Petitioner No Show	26
VDISM-Voluntary Dismissal	20
Awaiting Hearing Results	25

101. ***For each provider that exhausted ERAP funding in FY 22, the date on which the provider exhausted its funds and any outstanding funds available at the end of the fiscal year.***

Provider	Date Exhausted	Outstanding
Catholic Charities	8/1/2022	\$0
Greater Washington Urban League	9/1/2022	\$0
Housing Counseling Services	9/15/2022	\$0
Salvation Army	9/30/2022	\$0

The Community Partnership	9/30/2022	\$0
United Planning Organization (UPO)	9/30/2022	\$0

102. *How much emergency rental assistance was distributed in FY 22 and FY 23, to date?*

In FY 22, ERAP distributed \$35,966,113. To date in FY 23, ERAP has distributed \$14,252,614.

103. *Please provide a breakdown of STAY DC total spending during the life of the program in the following categories:*

a. *Rental assistance;*

\$253,361,659

b. *Utility Assistance;*

\$18,592,808 (includes STAY DC Internet Assistance)

c. *Family Rehousing Stabilization Program;*

\$66,481,208

d. *Any other rental assistance;*

\$4,391,347

e. *Housing stability costs; and,*

\$2,268,113

f. *Administrative costs, including, for funds provided to non-governmental entities, the names of such entities, the amount awarded, the amount expended, and the services provided.*

\$28,676,673

Vendor/Subrecipient	Amount Expended	Purpose
DELOITTE AND TOUCHE LLP	\$21,612,012.20	Design and implementation of the STAY DC program and application
GREATER WASHINGTON URBAN LEAGUE	\$47,540.15	Administration of the COVID-19 Housing Assistance Program (CHAP) *Note that these subrecipients also received rental assistance funds to passthrough to eligible households; this is calculated as direct financial assistance and is not included in the reported admin. amounts
HOUSING COUNSELING SERVICES INC	\$256,804.90	
UNITED PLANNING ORGANIZATION	\$183,911.02	

DHS Staff	\$3,460,909.58	Staff supporting STAY DC and other housing stability programs; includes Case Managers
MIDTOWN PERSONNEL, INC	\$75,390.37	Contracted Administrative Assistant for STAY DC program support
COMPUTER AID, INC	\$381,221.73	Contracted IT Specialist for FRSP and ERAP system enhancements as well as development of Central Unit Repository, which will be an electronic clearinghouse that will provide unit inventory to households in the CoC seeking housing, including those seeking housing in which to apply a subsidy such as PSH, TAH, FRSP-I, RRH, HUD-VASH etc or those at risk of experiencing homelessness.
GREATER WASHINGTON URBAN LEAGUE	\$485,000.00	FRSP Process Improvements and Streamlining
Carahsoft	\$47,562.36	ServiceNow Subscription for continued use and access to STAY DC platform
Small Purchases - Supplies and Equipment	\$16,458.97	Equipment and supplies for supporting staff
AMERICAN UNIVERSITY	\$58,758.21	STAY DC/ERA program Media Communications services
BISNOW LLC	\$84,000.00	
BROWN NAFF PITTS OMNIMEDIA, IN	\$21,200.00	
CAPITAL COMMUNITY NEWS INC	\$21,600.00	
COMCAST SPORTSNET	\$114,849.45	
FORMOST ADVANCED CREATIONS LLC	\$2,578.00	
HOWARD UNIVERSITY	\$50,000.00	
HUBBARD RADIO WASHINGTON	\$58,120.00	
MAS TV/EL PLANETA LLC	\$39,990.00	
METROPOLITAN STRATEGIES & SOLU	\$845,856.00	
NASH HOLDINGS LLC DBA/WP COMPA	\$59,942.08	
NBC SUBSIDIARY WRC TV	\$330,560.08	
OUTFRONT MEDIA INC.	\$34,370.00	
PERPETUAL CORP	\$100,200.00	
RADIO ONE INC.	\$99,990.00	
THE BEACON NEWSPAPERS INC	\$8,940.00	
URBANTURF LLC	\$48,000.00	

WASHINGTON INFORMER NEWSPAPER	\$57,392.74	
RESISTANCE LABS LLC	\$8,800.00	
MCKINSEY AND COMPANY, INC. DC	\$68,718.00	Covid-19 Economic Development Srvcs
TOTAL ERA Administrative Costs:	\$28,680,675.84	

104. *For STAY DC, please provide the following data for the life of the program by type of assistance:*

a. *The number of applicants approved and denied;*

Approved tenant applications (Stage = Payment) = 54,452

Denied tenant applications (Stage = Application Rejected) = 6,843

b. *The number of households receiving assistance;*

	# of Unique Households
Rent + Utilities Payments	12,433
Rent Payments Only	22,537
Utility Payments Only	3,253
Total	38,223

c. *The ward of households assisted;*

HH Assistance Type	Ward Unknown	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Grand Total
Rent + Utilities	387	938	214	123	902	1,660	1,332	2,712	4,259	12,527
Rent Only	836	2,333	1,151	854	2,092	2,973	2,891	4,170	5,327	22,627
Utility Only	106	184	21	21	204	432	278	800	1,212	3,258
Grand Total	1,329	3,455	1,386	998	3,198	5,065	4,501	7,682	10,798	38,412

Note: In some cases, a household has submitted multiple applications in different wards.

d. *The mean and median amount of assistance granted for applicants approved;*

Total assistance (rent + utilities) = \$276,081,325.74

Mean assistance application level = \$5,102.70

Median assistance application level = \$3,500.97

Mean assistance household level = \$7,222.91

Median assistance household level = \$4,994.75

e. *The mean and median income of households assisted; and*

Mean 2020 income for HH's assisted = \$24,108.98

Median 2020 income for HH's assisted = \$18,000.00

Mean 2021 income for HH's assisted = \$16,806.81

Median 2021 income for HH's assisted = \$12,000.00

Note: A HH can report different 2020 or 2021 HH incomes across multiple applications

f. *The mean and median household size of households assisted.*

Mean size of HH's assisted = 2.07

Median size of HH's assisted = 2

Note: A HH can report different sizes across multiple applications

105. *Please provide a breakdown of federal rental assistance funding received in FY 22 and FY 23, to date, and how it has been or will be expended.*

The District has received the following ERA allocations from US Treasury:

	Original	Re-allocations	Total
ERA1	\$200,000,000	\$33,067,203	\$233,067,203
ERA2	\$152,000,000	\$18,799,408	\$170,799,408
	\$352,000,000	\$51,866,611	\$403,866,611

This amount includes the following reallocations that have been or will be expended as follows:

ERA Type	Round	Received	Reallocation Date	Spend Plan
ERA1	1	\$17,784,484	22-Jan	\$8m for STAY DC applications; remaining \$9.8m for FRSP (Spent)
ERA1	2	\$12,001,824	22-Mar	FRSP (Spent)
ERA1	3	\$3,051,336	22-Sep	FRSP (Spent)
ERA2	1	\$6,875,410	22-Oct	ERAP (FY23 Planned)
ERA1	4	\$229,560	22-Nov	FRSP (Spent)
ERA2	2	\$ 11,923,998	23-Jan	FRSP and/or ERAP (FY23 Planned)
ERA2	3	TBD	TBD	
		\$51,866,612		

106. *Please identify all entities with which DHS has contracted in FY 22 and FY 23, to date, for Homelessness Prevention Program services and for each, please provide:*

a. *The amount of funds allocated to that provider by fiscal year;*

Provider	FY 22	FY 23 YTD
Community of Hope	Total Reward: \$1,475,000.00 Awarded to Talbert Street Project: \$ 250,000.00	Total Reward: \$1,754,925.00 Awarded to date: \$438,731.25 Awarded to Talbert Street Project: \$ 350,000.00
Everyone Home DC	Total Reward: \$1,625,00.00 Awarded to Talbert Street Project: \$350,000.00	Total Reward: \$1,754,925.00 Awarded to date: \$0.00 Awarded to Talbert Street Project: \$ 350,000.00
MBI	Total Reward: \$1,525,000.00 Awarded to Talbert Street Project: \$ 300,000.00	Total Reward: \$1,585,225.00 Awarded to date: \$0.00 Awarded to Talbert Street Project: \$ 300,000.00
Wheeler Creek DC	Total Reward: \$1,825,000.00 Awarded to Talbert Street Project: \$ 600,000.00	Total Reward: \$1,954,925.00 Awarded to date: \$488,731.25 Awarded to Talbert Street Project: \$ 600,000.00

*Talbert Street: Our HPP team has been working to relocate 45 households connected to River East at Grandview Condominium, by providing a DHS-HPP Housing Certificate Subsidy

b. *The number of staff each provider allocated to the program, including the number of case managers;*

Provider	Staff	Case Managers
Community of Hope	9 F/T	5
Everyone Home DC	5 F/T 2 Vacancies	2
MBI	6 F/T 2 Vacancies	3
Wheeler Creek	7 F/T	4

c. *The number of families served by each provider by fiscal year;*

In FY 22, 2,012 families were served in HPP. There were 2,033 referrals in FY 22 that included some re-opened cases from unattended intake appointments. In FY 23 to date, 839 families have been served.

Note that some families referred in FY 22 are currently receiving services in FY 23.

HPP Provider	FY 22 Households Served (Unique Cases)	FY 23 YTD Households Served (Unique Cases)
Community of Hope	548	208
MBI	414	332
Everyone Home DC	593	96
Wheeler Creek CDC	457	203
Total	2,012	839

d. *The amount of funding allocated for administrative costs by fiscal year; and,*

FY22: \$2,327,419

FY23 YTD: \$2,566,806

e. *The average cost per family assisted by the program by fiscal year.*

FY22: \$871

FY23 YTD: \$569

107. *How many individuals were served by Project Reconnect in FY 22 and FY 23, to date? For these individuals please provide:*

a. *The total number of individuals with a completed service plan;*

FY 22: 568 referrals; 200 completed service plans

FY 23 YTD: 341 referrals; 64 completed service plans

b. *The total number of individuals who received financial assistance; and*

During FY 22, Project Reconnect provided financial assistance to 166 individuals.

In FY 23 YTD, the Project provided financial assistance to 54 individuals.

c. *The average disbursement per person.*

FY 22, the average disbursement per person was \$961

FY 23 YTD, the average disbursement per person is \$1,151

108. *How many individuals were processed as ineligible by Project Reconnect in FY 22 and FY 23, to date?*

	FY 22	FY 23 To Date
Total Ineligible/No Show	317	167

An applicant may be deemed Ineligible if considered a family or is over income limits.

No-show clients include those who do not meet or follow up with case managers.

109. *Please provide the total call center staff and contractors in FY 22 and FY 23, to date.*

The ESA Public Benefits Call Center has maintained continuous coverage to meet the needs of District residents by answering calls and handling case processing. During this period, the Call Center closely coordinated with the Division of Program Operations (DPO) to address presenting customer service demands. The Call Center routes each call based on both the presenting need as well as the complexity of the issue. Basic inquiries and questions relating to the District's online and mobile applications (District Direct Mobile Application and Citizen Portal as well as the Online Fillable form) are triaged to Tier 1 contractors. For more complicated inquiries, there is a dedicated team that works to resolve these issues. Last year, DHS also published a live dashboard, accessible on the DHS website: <https://esacallcenter.dhs.dc.gov>, which provides real time information on the call wait time.

As of January 31, 2023, 173 personnel and contractors are staffing the Call Center- which reflects an augmentation of ~30 additional staff in the last year.

FY22-23YTD Staffing Structure	Total Staff & Contractors
Supervisors, SSRs, and Support Staff	84
Contractors: Tier 1	77
Total	161

110. *Please provide the call center hold times and abandon rates during FY 22 and FY 23, to date.*

Metric	FY22												Total	Average
	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22		
Total Calls Received	44,722	34,874	42,754	48,093	40,415	44,415	46,162	69,039	67,581	67,000	90,404	78,939	674,398	56,200
# Calls Served	16,906	14,536	36,258	44,117	37,670	43,405	44,060	54,573	54,152	50,793	68,651	65,010	530,131	44,178
# Calls Abandoned	29,035	21,419	8,276	5,725	4,430	3,311	3,776	8,394	6,275	8,031	9,734	11,238	119,644	9,970
Abandonment Rate	65%	61%	27%	14.5%	27%	19%	15%	12%	9%	11%	11%	17%		20%
Wait (Hold) Time	80	32	46	6	5	3	4	10.5	9	13	17.5	15.5		15 minutes
Average Handle Time (AHT)	9	10	9	7	7	8.5	7.5	7.5	8	7.5	7	8		8 minutes

Metric	FY23 (Oct – Jan)				Total	Average
	10/22	11/22	12/22	1/23		
Total Calls Received	77,253	79,085	88,205	94,181	338,724	84,681
# Calls Served	60,060	65,943	73,959	78,914	199,962	49,990
# Calls Abandoned	14,192	8,622	8,694	9,958	41,466	10,366
Abandonment Rate	18.5%	12.5%	11.5%	12.5%		13%
Wait (Hold) Time	11.5	9	10	11		10 minutes
Average Handle Time (AHT)	9	8	8.5	8.5		8.5 minutes

- The average wait time is defined as the average time that a customer is in the queue before the call is answered, which does not include listening or responding to interactive voice response (IVR) prompts.
- The average handle time (AHT) is defined as the average length of time for each call.
- The abandon rate is the percentage of inbound phone calls made to a call center that is abandoned by the customer before speaking to an agent.

111. Please provide the number of calls received by the call center by program and by month in FY 22 and FY 23, to date.

Of the total 366,632 calls received in FY22 which needed a Tier 2 (or higher) level of service, 28%, 102,581, calls were queued for the Medical Assistance program, 49%, 180,411, calls were queued for SNAP or TANF, and 12%, 45,506, calls were queued for Online Applications. In addition, there were 8,487 (2%) calls queued for the return verifications. Finally, 29,647 calls (8%) were directed to the Language Line for assistance.

FY22 Data

Table 1: Calls received during FY 2022; data updated February 2023

MONTH	MEDICAID and ALLIANCE	SNAP and TANF	Return Verfctn.	Online App	Language Line	Grand Total
Oct-21	28,495	14,810	2,636	0	0	45,941
Nov-21	19,125	12,019	4,810	0	4,737	40,691
Dec-21	5,758	11,580	1,041	3,616	2,630	24,625
Jan-22	6,671	14,132	N/A	3,997	2,196	26,996
Feb-22	5,759	11,368	N/A	3,995	1,785	22,907
Mar-22	6,095	11,582	N/A	4,810	2,108	24,595
Apr-22	5,208	12,938	N/A	4,508	2,000	24,654
May-22	4,838	16,862	N/A	4,961	1,951	28,612
Jun-22	4,734	16,680	N/A	4,431	2,312	28,157
Jul-22	4,488	16,513	N/A	4,327	2,677	28,005
Aug-22	6,010	21,771	N/A	5,518	3,674	36,973
Sep-22	5,400	20,156	N/A	5,343	3,577	34,476
Grand Total	102,581	180,411	8,487	45,506	29,647	366,632

FY23 Data

Of the total 182,953 calls received in FY23, which needed a Tier 2 (or higher) level of service, 23% or 41,047 calls were queued for the Medical Assistance program, 51% or 92,712 calls were queued for SNAP or TANF, and (13%) or 25,562 calls were queued for Online Applications. Finally, 23,271 calls (13%) were directed to the Language Line for assistance.

Table 2:- Calls received during FY 2023; data updated as of January 31, 2023

MONTH	MEDICAID and ALLIANCE	SNAP and TANF	Return Verfctn.	Online App	Language Line	Grand Total
Oct-22	7,990	18,989	N/A	6,177	4,753	37,909
Nov-22	9,471	20,716	N/A	5,546	5,409	41,142
Dec-22	10,111	22,493	N/A	5,576	5,451	43,631
Jan-23	10,744	22,666	N/A	6,226	5,960	45,596
Grand Total	38,316	84,864		23,525	21,573	168,278

112. *Please indicate how wait times at in-person service centers are tracked and if any significant wait times were experienced in FY 22 and FY 23, to date.*

DHS continues to focus on expanding and improving its capacity to address customer service delivery by hiring additional staff/contractors and improving workload-sharing practices. While we are not tracking wait times at the Service Centers, we have taken deliberate actions to improve customer service at all locations. First, each of our five Service Centers is renovated and open to the public. Last month, Fort Davis Service Center reopened on January 17, 2023, and Taylor Street opened following a major renovation on September 19, 2022. DHS maintains a physical presence at all five Service Centers where customers can interact with staff, as well as pick up and drop off applications. Customers without internet access, or those more comfortable with a phone conversation, can contact the Call Center.

We also formed a new team, Engagement Outreach Services (EOS), which ensures that the Service Center lobbies are inviting and welcoming for our customers. Finally, the most notable change we made is hiring 29 Customer Ambassadors located in the lobbies to support customers and answer questions upon entry. We are pleased with the results and are exploring expansion. Complementing these efforts, we continue to promote and enhance the mobile application, District Direct, where customers can complete their applications, recertifications, and provide verification documents, remotely. Today, over half of completed transactions take place via District Direct.

113. *How many families received incentives through the incentive/bonus program established following the changes to the TANF Child Benefit Protection Act in FY 22 and FY 23, to date?*

Incentive Type	# of Customers Who Received Incentives in FY22	# of Customers Who Received Incentives in FY23 as of February 7, 2023
<i>EOTP Incentives for Completing Education Program</i>	472	177
<i>JPSP Incentives for Retention</i>	572	381
<i>JPSP Incentive for Job Promotion</i>	18	3
<i>JPSP Incentive for Case Closure</i>	46	21

Note: This data is as of 2/7/23. EOTP means Education and Occupational Training Provider and JPSP is Job Placement Service Provider.

114. *For the TANF Employment Program, please provide a list of providers, by service category, caseload size, contract amount, and the number of unique customers served in FY 22 and FY 23, to date.*

*See question 115 regarding the number of unique customers served during FY22-23 YTD.

TEP Provider	Service Category	Contracted Point-in-time Caseload Size FY22/FY23	Contract Amount FY23
<i>America Works of Washington, DC</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>Career T.E.A.M. LLC</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>Constituent Services Worldwide</i>	<i>EOTP</i>	150	\$2,543,907.00
<i>DB Grant Associates, Inc.</i>	<i>EOTP</i>	150	\$2,543,907.00
<i>DB Grant Associates, Inc.</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>Excalibur Legal Staffing, LLC</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>Fedcap Rehabilitation Services, Inc.</i>	<i>EOTP</i>	150	\$2,543,907.00
<i>Fedcap Rehabilitation Services, Inc.</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>JHP, Inc.</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>KRA Corporation</i>	<i>EOTP</i>	150	\$2,543,907.00
<i>KRA Corporation</i>	<i>JPSP</i>	150	\$1,884,021.00
<i>Maximus Human Services, Inc.</i>	<i>JPSP</i>	150	\$1,884,021.00

Washington Literacy Council	EOTP	150	\$2,543,907.00
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Note: This data is as of 2/7/23. EOTP means Education and Occupational Training Provider and JPSP is Job Placement Service Provider.

115. **How many residents received Education, Occupational and Training or Job Placement Services in FY 22 and FY 23, to date?**

TEP Provider	Service Category	Contracted Point-in-time Caseload Size FY22/FY23	Contract Amount FY23	Total # of Unique Customers Served during FY22	Monthly Average Caseload FY22	Total # of Unique Customers Served during FY23 YTD as of February 7, 2023	Monthly Average Caseload FY23 YTD as of February 7, 2023
America Works of Washington, DC	JPSP	150	\$1,884,021.00	540	204	363	232
Career T.E.A.M. LLC	JPSP	150	\$1,884,021.00	415	212	340	239
Constituent Services Worldwide	EOTP	150	\$2,543,907.00	372	170	287	223
DB Grant Associates, Inc.	EOTP	150	\$2,543,907.00	521	229	320	221
DB Grant Associates, Inc.	JPSP	150	\$1,884,021.00	517	232	397	253
Excalibur Legal Staffing, LLC	JPSP	150	\$1,884,021.00	479	182	347	230
Fedcap Rehabilitation Services, Inc.	EOTP	150	\$2,543,907.00	625	240	357	232
Fedcap Rehabilitation Services, Inc.	JPSP	150	\$1,884,021.00	605	248	374	276
JHP, Inc.	JPSP	150	\$1,884,021.00	358	203	248	200
KRA Corporation	EOTP	150	\$2,543,907.00	462	232	310	233
KRA Corporation	JPSP	150	\$1,884,021.00	482	218	348	224
Maximus Human Services, Inc.	JPSP	150	\$1,884,021.00	365	214	308	250
Washington Literacy Council	EOTP	150	\$2,543,907.00	217	113	134	106

Note: This data is as of 2/7/23. EOTP means Education and Occupational Training Provider and JPSP is Job Placement Service Provider.

**A service provider’s average monthly caseload depends on the volume of customers referred to employment and training services that month. The average monthly caseload is not a reflection of a service provider’s performance.
 ** It should be noted that these contracts are partially performance based – so while the contract amount is the same for each provider type, that represents a not to exceed amount (NTE). Providers with better outcomes will receive a higher percent of the NTE amount than others.
 *** The contracted amount for all providers is 150. However, the actual number being served is generally higher, as customers who are engaging in employment or education/training are not counted against that contract amount.*

a. **What metrics are used to track the success of these services?**

DHS tracks the following key performance indicators by quarter in the TANF Employment and Education Program as measures of success:

Service Category	FY22 Q1	FY22 Q2	FY22 Q3	FY22 Q4	FY23 Q1
Education Enrollment Rate: # of new education/training	82	96	85	98	52
Employment Rate: # of new employment placements/1000 TANF work-eligible customers (monthly average)	52	60	68	61	47
Engagement Rate: % of TANF employment program participants who participated in eligible activities	58%	62%	48%	42%	37%
DC Living Wage Rate: % of newly employed customers earning a DC Living Wage	80%	69%	54%	58%	73%

Note: This data only includes work-eligible customers in TEP who are fully participating. Full participation is defined as a customer who consistently meets the weekly hours requirement. This can range from 20 hours per week to 55 hours per week depending on the family composition.

116. **How many customers were referred to and approved for POWER in FY 22 and FY 23, to date?**

	FY 22	FY 23 YTD
Referred and Approved for POWER	108	73

a. **What metrics are used to track the success of this program?**

The Program on Work, Employment, and Responsibility (“POWER”) offers specialized services and resources to DC residents who receive TANF benefits and have specific barriers or disabilities that limit their ability to participate in employment and training services. In POWER, DHS measures success by tracking the progress that a customer makes toward achieving the goals outlined in their Detailed Individual Responsibility Plan (DIRP). DHS also tracks the number of customers in the program and their engagement level: **Engagement** is measured by the number of customers who are:

- Attending scheduled appointments with their assigned social worker/case coach;
- Participating in activities that will assist them with achieving greater independence as outlined in their dIRP. These activities could include, but are not limited to, attending doctor appointments, working with a therapist, participating in their child’s school activities, or even participating in public events such as job fairs or other community events.

DHS also encourages customers enrolled in POWER to engage with the Department on Disability Services, the Department of Behavioral Health, and other community service providers and schools, as appropriate, through referrals.

Number of customers in POWER – As of 2/8/23, there are currently 59 customers enrolled in the POWER program. This is a point-in-time count as indicated by DHS’ case management system called the Customer Assessment Tracking and Case History (CATCH) system.

117. ***How many customers participated in the Mental Health Outreach for Mothers (MOMS) program in FY 22 and FY 23, to date?***

DC MOMS is one of DHS’s standard service offerings for work-eligible customers receiving TANF. In FY22, 154 mothers participated in the DC MOMS Program. In FY23 to date (as of January 31, 2023), 40 mothers have participated. The chart below provides a breakdown of participation by cohort. To date, DHS has hosted five cohorts.

Cohort No.	Start and End Date	Number of Participants Enrolled*
1	October 26, 2021 – December 16, 2021	40
2	February 8, 2022 – March 31, 2022	34
3	May 16, 2022 – July 15, 2022	40
4	August 30, 2022 – October 20, 2022	40
5	December 6, 2022 – January 26, 2023	40
TOTAL		194

(*) A participant is considered enrolled after attending the first two class sessions.

**Additionally, DHS ESA had 183 customers graduate from the MOMS pilot program in FY21.

At the end of each eight-week period, DHS hosts a graduation for the mothers who participated in the cohort. A mother is considered a graduate if she attended at least four (50%) or more of the class sessions over the eight-week period. Classes are held once per week. To date, 110 mothers have graduated the DC MOMS Program. The program is currently recruiting eligible customers receiving TANF to participate in Cohort 6.

a. ***What metrics are used to track the success of this program?***

The DC MOMS Program conducts an eligibility screening at the start of the program and an exit survey at the end of the eight-week period. These assessments allow DC MOMS to measure the success of the program by evaluating two primary metrics: (1) the Center for Epidemiology Studies Depression (CES-D) Scale and (2) the Parenting Sense of Competence Scale (PSOC). The CES-D is a 17-item questionnaire that measures a person’s depressive symptoms by a score

ranging from 0 to 60. The range of the score indicates the level of depressive symptoms. Higher scores indicate higher levels of depressive symptoms. Mothers are eligible for the program if their CES-D score is 16 or higher.

The DC MOMS intervention seeks to lower the CES-D score among mothers who participate. In FY22, the average CES-D score among mothers in cohorts one through four decreased from 29.98 to 19.89. DHS is still evaluating data for cohort five.

The PSOC is a 17-item questionnaire that measures a parent’s confidence with parenting. The questionnaire reads on a Likert Scale ranging from “strongly disagree” to “strongly agree.” The higher or lower the score defines the parent’s confidence in parenting. The higher the score, the more confident a parent is in their ability to parent their child(ren). In FY22, the average PSOC score increased from 70.75 to 76.47 among mothers in cohorts one through four. DHS is still evaluating data for cohort five.

The stress management intervention utilized by the DC MOMS Program is proving to lower depressive symptoms among mothers who participate and increase their confidence in parenting their child(ren). DHS also measures overall program satisfaction among participants.

118. *How many new applications for Medicaid were submitted in-person and on-line in FY 22 and FY 23, to date?*

a. *Please provide the average processing time for these applications.*

During the public health emergency, the District experienced an increase in processing times due to: (a) adoption of online and mobile applications and (b) a significant increase in workload related public assistance applications (across all programs). The average processing time across all Medicaid programs was 30 days (Medicaid regulations require applications without a disability determination be processed within 45 days).

Table 1b.

February 2023 Response Measures

Metrics	FY 2022(October 2021-September 2022)	FY 2023(October 2022-Feb9 2023)
Applications Processed < 45 Days	45,530	17,379
Applications Processed 46-90 Days	5,293	7,021
Applications Processed > 91 + Days	542	1,290

** The application counts reflect duplicate applications received.*

Data downloaded and updated as of February 09, 2023.

The application processing time is based on the date that the applications were received in the CURRENT applications queueing pipeline to the time when the application processing was completed by an SSR, and an eligibility determination was made by DHS.

All applications are evaluated under MAGI rules first, if denied, are then evaluated under Non-MAGI rules.

119. *Please provide the following for households receiving SNAP in FY 22 and FY 23, to date:*

- a. *Number of households served, by ward;*
- b. *Average size of households; and,*
- c. *Number of individual children served.*

		FY22 (Oct 21 – Sep 22) Monthly Average	FY23 (Oct 22-Nov 22) Monthly Average
(a)	Number of SNAP Households by Ward**		
	Ward 1	5,995	5,097
	Ward 2	2,935	2,493
	Ward 3	1,364	1,143
	Ward 4	7,623	6,455
	Ward 5	11,894	10,299
	Ward 6	8,066	6,958
	Ward 7	19,747	17,381
	Ward 8	24,674	21,905
	Ward Unknown	8,050	13,247
	Number of SNAP Households	89,825	84,508
	Number of all individuals receiving SNAP	145,733	138,240
(b)	Average Size of SNAP Households	1.62	1.64
(c)	Number of individual children (under 18) in SNAP households	49,646	48,026

Note: Reported data as of 2/9/2023. Caseload data (households) can fluctuate and therefore there is a 3-month lag in the reporting of caseload data. Data for FY23 includes October and November of 2022. Addresses were excluded from the geocoding analysis when the given address was not recognized, and were not included in the Ward data.

120. *Please provide the number of SNAP terminations in FY 22, and FY 23, to date, broken down by cause of termination.*

Denial Reason	FY 22	FY23 YTD
Income-Related	149	37
Failed to submit form or complete the process for benefits	2,804	3,871
Failed to provide the verification needed to determine eligibility	1,074	743
Failed to recertify for continued benefits	13,671	2,952
Grand Total	17,698	7,603

121. *Please provide the following for Interim Disability Assistance (IDA) for each month in FY 22 and FY, 23, to date:*

a. *Total number of IDA applications;*

DHS received a total of 839 applications in FY22-23 YTD.

	IDA Metric	Entry to caseload	Exit	IDA Caseload
FY22	October 2021	5	28	270
	November 2021	13	21	260
	December 2021	16	16	260
	January 2022	16	3	264
	February 2022	12	11	275
	March 2022	16	26	287
	April 2022	17	17	286
	May 2022	20	21	295
	June 2022	18	16	300
	July 2022	25	24	290
	August 2022	23	21	299
	September 2022	18	22	306
FY23-YTD	October 2022	26	18	318
	November 2022	14	21	321
	December 2022	21	20	327
	January 2023	22	21	329
Monthly Average	FY22	17	19	283
	FY23-Q1 (2 months)	21	20	324

Note: Entries to caseload are new households beginning to receive benefits, exits from caseload are IDA households no longer receiving benefits.

b. *Average processing time for an IDA application; and,*

It takes an average of 47 days to complete an application. Unlike other programs, IDA customers need to submit documents from their medical office and schedule appointments with the SSA.

c. **Total number of approvals for IDA.**

FY22:177 approvals; FY23 YTD: 47 approvals

Month	Applications
2021-October	11
2021-November	5
2021-December	8
2022-January	11
2022-February	13
2022-March	8
2022-April	12
2022-May	17
2022-June	29
2022-July	20
2022-August	14
2022-September	29
Total	177

IDA Applications FY23-YTD	
Month	Applications
2022-October	14
2022-November	15
2022-December	11
2023-January	7
Total	47

122. **For the Child Care Assistance Program, please provide for FY 22 and FY 23, to date:**

a. **The number of applicants for the program;**

FY22	FY23 YTD (As of 2/7/23)
6,913	2,714

b. **The number of residents assisted;**

Type	FY22	FY23 Q1 (As of 12/31/22)
Non-TANF	4,522	3,329
TANF	2,959	1,740
TOTAL	7,481	5,069

c. **The amount of funding allocated to the program;**

FY22	FY23
\$31,242,001	*\$33M

Note: These amounts are according to the MOUs between DHS and OSSE. The amount reflects TANF funds that DHS allocates to the program and not the entire subsidy budget, which is overseen by OSSE from multiple local and federal funding sources.

d. ***The eligibility requirements for the program;***

To be eligible for the child care subsidy program, a resident must:

- Be under 13 years old, or under 19 years old if the child has special needs;
- Reside with a parent(s), guardian(s), or adult with legal relationship to child;
- Be a citizen or legal immigrant in the United States;
- Be a resident of the District of Columbia;
- Meet the requirements for one of the following categories of need: (1) Resides with parent(s) who are working or attending a job training or education program; (2) Resides with parent(s) who is seeking employment or engaging in job search; or (3) Receives, or need to receive, protective services or is considered a vulnerable child, as defined herein; and (f) Reside with a parent(s) or guardian(s) whose gross annual income does not exceed 250 percent of the federal poverty level or 85 percent of the DC Median Income based on family size.

e. ***The average income of families assisted by the program; and***

<i>Annual Income</i>	<i>FY22</i>	<i>FY23 YTD (As of 2/7/23)</i>
Average Annual Income	\$21,384	\$21,011
Average Annual Income (no earned income removed)	\$36,615	\$36,715
Median Annual Income	\$19,499	\$18,460

Note: Average income with 0's removed includes customers who report no earned income, which can drastically deflate the average since many customers do not have earned income. Additionally, median is another strong measure of central tendency and therefore is reported in addition to the average.

f. ***A breakdown of families assisted by the program by family size.***

<i>Family Size</i>	<i>Families Served in FY22</i>	<i>Families Served in FY23 YTD (Q1 of FY23*)</i>
2	2,329	1,686
3	2,616	1,849
4	1,628	1,187
5	699	522
6	183	111
7 +	88	59

**FY23 Q1 includes October, November, and December 2022.*

123. *For residents in encampments in FY 22 and FY 23, to date, please provide:*

a. *The number of residents engaged by DHS staff or contractors;*

Due to the transient nature of individuals residing in encampments, capturing the total number of residents in encampments on an ongoing basis is difficult to accomplish. That said, at the end of January 2023, there were 303 residents in encampments.

b. *The number of encampment sites where DHS staff or contractors engaged residents;*

DHS staff and contractors have engaged individuals at approximately 200 locations.

c. *The number and type of referrals for services made by DHS staff or contractors; and*

Coordinated Street Outreach Network (CSON) teams engage all individuals in their catchment areas, both those considered to be staying in an encampment and those not technically in an encampment. People are transient and relocate frequently, and DHS is not able to provide a report of specific numeric data based on location.

The CSON offer the following types of referrals for all unsheltered and individuals living in encampments, including but not limited to:

- Housing connections
- Vital Identification Documents (ID, Birth certificates, Social Security cards)
- Medical care/Healthcare referrals
- Behavioral Health and Substance Use Disorder referrals
- Shelters, Diversion and Project Reconnect Programs

DHS will collaborate with TCP who manages the Homeless Management Information System (HMIS) about the possibility of adding fields that could capture when an engagement takes place in an encampment. It is also relevant context that not all outreach providers, such as those funded by BIDs and faith organizations, enter data in HMIS.

d. *The number of residents matched to housing and the programs utilized.*

We are unable to extract accurate match information for all people staying in encampments as there is overlap between the unsheltered individuals who engage with outreach teams and individuals staying in encampments. Below is the number of individuals matched to housing for all unsheltered clients working with CSON.

Please note that these numbers shift as people move between sheltered and unsheltered situations.

308 clients matched to Rapid Rehousing, Permanent Supportive Housing, and Veterans' programs.

124. ***Please provide the number of times that DHS staff, contractors, or service providers have filed a police report due to public safety concerns while providing services in an encampment in FY 22 and FY 23, to date.***

DHS is often notified by law enforcement regarding public safety concerns at encampment sites based on calls that they receive and crimes that they are investigating particularly when there has been violence. In such cases we collaborate with law enforcement related to issues of public safety. We are not aware of any police reports filed by DHS outreach teams or our contractors. DHS staff and Providers are generally trained to not engage if they have a concern with their safety when providing services.

125. ***For services provided to recent immigrant individuals and families to the United States in FY 22 and FY 23, to date, please:***

a. ***Provide the number of migrants who received services from DHS or DHS contractors in FY 22 and FY 23, to date;***

For intake and registration through partner organization (not contracted) SAMU First Response:

FY 22: 1910 client arrivals via bus (Oct-Dec)

FY 23: 298 client arrivals via bus

Migrants that entered DHS Temporary Lodging:

FY 22: 801 clients checked in to temporary lodging

FY 23: 245 clients checked in to temporary lodging

b. ***Please list any contracted or partner organizations assisting DHS with migrant services, provide the amount of funding provided to each, and describe the services provided;***

IEM: Thru Nov=\$522,826; projected FY23 total=\$4,461,000

- Staffs and manages each OMS facility and day to day operations.

Hagerty: Thru Dec=\$568,635; projected FY23 total=\$3,129,000

- Incident Command Team setting up Office of Migrant Services policies, procedures, and protocols.

II Kings: Thru Dec=\$615,971; projected FY23 total=\$2,950,000

- Provide twice-weekly deep cleaning and sanitization of hotel rooms.

Henry's Soul Food Cafe: Thru Dec=\$855,888; projected FY23 total = \$3,601,000

- Provide three (3) meals per day including weekends and holidays for up to 250 persons.

Catholic Charities: Thru Oct=\$83,276; Projected FY23 total=\$1,138,000

- Provide for immediate needs of each family and ensure their overall safety.

K & V Limousine Transportation: Thru Dec=\$93,300; Projected FY23 total=\$1,280,000

- Provide on-call and routine transportation services for migrants requiring transportation from designated locations throughout the District and surrounding areas

Family Laundry: Thru Dec=\$145,005; projected FY23 total=\$1,177,000

- Provide personal linen and laundry cleaning services (wash, dry, and fold).

Security Assurance Management: projected FY23 total=\$4,542,500

- Provide site security, access control at pedestrian and vehicle entry points, and roving patrols.

Stanley Steamers: not utilized to date.

- Provide steam cleaning services per room for carpets and contents that are fabric.

Days Inn contract: Thru Dec=\$2,228,148; projected FY23 total=\$6,789,000

- Provide temporary emergency accommodations for migrant families.

Hampton Inn contract: Thru Dec=\$748,793; projected FY23 total=\$4,864,000

- Provide temporary emergency accommodations for migrant families.

Translation/Interpretation: \$300/month coordinated through DHS

- Provide translation and interpretation services for OMS programs.
- Provide translation of publicized documents for migrant clients.

SAMU contract: Projected FY23 total=\$1,712,000

- Provide staff and management of services at OMS Welcome Center, Respite, and Temporary Lodging sites.
- Provide basic/initial needs assessment, case management pre-screening, distribution of information to assist with short-term planning and onward travel, and ensure access to healthcare and trauma informed care language services, food, sleeping arrangements, access to education for school-aged children, and local and regional transportation assistance.

CHUMC and WCOB contract: Projected FY23 total=\$120,000

- Licensed agreement to operate as OMS' Temporary Welcome Center.

c. Describe the temporary shelter in congregate and non-congregate settings, respite, and housing options made available by DHS to migrants and the number of migrants receiving each of these services;

Non-congregate temporary accommodation for migrant families:

DC screens potential clients and qualifies households at Virginia Williams Family Resource Center to determine eligibility for temporary accommodations. If eligible, families are placed in Days Inn or Hampton Inn.

Hampton Inn- 105 of 121 rooms filled as of Feb. 9, 2023

Days Inn- 170 of 171 rooms filled as of Feb. 9, 2023

As of Feb. 9, 2023, the temporary lodging program was at 94% capacity.

Since the opening of the temporary lodging facility in July 2022, 1,046 total individuals have been served (approximately 304 family units).

Low-barrier congregate shelter for individuals:

DC provides low-barrier shelter to unaccompanied adults who are in need. We do not specifically track immigration statuses of shelter guests, but we are aware that some migrants traveling alone have utilized our low-barrier system.

d. *Provide the number of migrants who received assistance obtaining identification;*

Catholic Charities has provided site-specific identification badges to 328 clients. OMS is planning to take over the process of issuing site-specific identification in the future. At this time, OMS has not facilitated access to government-issued IDs for migrants.

e. *Provide the number of migrants who received access to baby formula;*

While OMS has not directly procured formula, we have anticipated and responded to clients' needs. OMS coordinates with community-based organization (CBO) partners and Women, Infants and Children (WIC) to ensure there is access to necessary nutrition for clients in temporary lodging sites. OMS does not specifically track the amount of formula provided by CBOs or accessed via WIC, but we monitor the situation and ensure we help address any needs if/when they arise.

f. *Provide the number of migrants who received assistance with relocation.*

Immediate onward travel assistance through coordination with community-based organization (CBO) partners:

- Since Oct 10, 2022, SAMU purchased:
 - Approximately 560 bus tickets.
 - Approximately 150 rideshare rides.
- Roughly 84% of migrants entering intake following bus drop-offs proceed to onward travel.

Case managers work with migrants to assess social and family networks. When onward travel is a viable path forward, case managers provide the necessary resources and services. Onward travel expenses that occur after the first 30 days of arrival into the District are thus far largely covered by our case management contractor Catholic Charities who utilize donation funds.

- To date: 38 families (123 individuals) have exited from temporary lodging, with earliest known check-out on Nov. 1, 2022.

In regards to financing relocation generally, expenses for onward travel that occur within 30 days of arrival into the District may be submitted to FEMA's Emergency Food and Shelter Program (EFSP) for reimbursement. Currently, onward travel processing for recently arrived migrants is handled by our CBO partner SAMU. SAMU, through the United Way, has a grant from FEMA EFSP that they submit qualifying onward travel expenses to for reimbursement. In the future, should FEMA EFSP grant structure or award change and as the District expands programs to include a welcome center and possibly a short-term respite program, some onward travel expenses may fold under DHS contracts for the management of these sites.

g. Describe the process for notifying migrants of the denial or termination of any assistance;

Families who present at Virginia Williams are assessed and receive referrals for temporary lodging for the Office of Migrant Services for intake. Clients are required to:

- Submit identification (A# and/or Asylum paperwork)
- Fill out a “Family Assessment Form”
- Interview with an’ Eligibility Caseworker
 - Currently OMS temporary accommodations are geared towards families with minor children.
 - Single Migrants seeking shelter are referred to the system’s Low Barrier shelter program and may receive limited services through Project Reconnect.

Individuals who present at Virginia Williams and who clearly do not qualify for OMS programs may be denied access to OMS programs. In these instances, Virginia Williams staff will inform them of this fact and make every effort to link them with other programs or services in the area to help meet their needs.

All migrants who participate in the OMS’ temporary lodging program are provided with and sign a code of conduct document. Repeated violations of the code of conduct may result in termination from the program. Generally, termination would be considered after one verbal warning and at least two written warnings; however, severe violations that may involve immediate life safety concerns may expedite the escalation to potential termination.

h. Please provide a status update on the establishment of welcome centers for migrants; and,

OMS has a fully executed license agreement with Capitol Hill United Methodist Church (CHUMC) and Washington City Church of the Brethren (WCCB) to serve as the District’s welcome center(s) until the District opens a longer term dedicated center for this service. The welcome center serves as the intake location for migrants arriving on buses. When possible, buses arriving in the District are referred directly to the location. In instances where buses arrive at different locations (e.g. Naval Observatory), DHS will facilitate transportation from the drop off location to the welcome center. At the welcome center migrants are processed by teams who collect key demographic data, provide food and clothing as needed, help migrants determine next steps on their journey, provide financial and logistical support to those who seek onward travel in and out of the region, and help refer those who need more time to plan their resettlement to appropriate service providers.

i. Please provide the number of migrants currently in temporary lodging in the District;

There are currently 914 migrants residing in temporary lodging in the District as of (date).

126. *How many residents received benefits from the Burial Assistance Program in FY 22 and FY 23, to date?*

A total of 263 customers received benefits from the burial assistance program in FY22, and 89 have received benefits in FY23, as of January 27, 2023.

a. *How much was expended by the program in FY 22 and FY 23, to date?*

	FY22	FY23 (as of 1/27/2023)
Approved Budget	\$438,231.00	\$438,231.00
Expenditure/Obligation	\$191,750.00	\$236,500.00

Department of Human Services FY2023

Agency Department of Human Services

Agency Code JAO

Fiscal Year 2023

Mission The mission of the D.C. Department of Human Services is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.

Strategic Objectives

Objective Number	Strategic Objective
1	Provide high quality DHS services to individuals, families, and youth using collaborative, person-centered, and forward-thinking processes.
2	Implement policy initiatives that address structural barriers to economic mobility; integrate learnings to improve DHS programs and practices so that residents are positioned to grow their economic security.
3	Make homelessness rare, brief, and non-recurring in the District through innovative, person-centered and research-based practices that are considered exemplary throughout the nation.
4	Become an anti-racist, high performing organization that models inclusion, sustainability, continuous learning, quality, and effectiveness.
5	District residents will consistently receive reliable, thorough, and trauma-informed service from a well-trained, well-resourced, and respectful staff.
6	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators (KPIs)

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 Target
1 - Provide high quality DHS services to individuals, families, and youth using collaborative, person-centered, and forward-thinking processes. (8 Measure records)						
Number of New Education or Training Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	Up is Better	19.8	12.3	10	11.3	10
Number of New Employment Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	Up is Better	5.4	2.9	18	5.1	18
Percent of TANF Employment Program Participants Who Participated in Eligible Activities	Up is Better	23.5%	21.8%	25%	20%	25%
Percent of teen parents receiving services from the Teen Parent Assessment Program (TPAP) who do not have additional pregnancies	Up is Better	91.6%	95%	85%	90%	85%
Percent of teen parents who met the educational component of their Individual Responsibility Plan (IRP)	Up is Better	77%	80%	75%	83%	75%
Percent of youth who completed Youth Services Division programs who showed improved functioning at closure as indicated by decline in their Child and Adolescent Functional Assessment Scale (CAFAS) scores	Up is Better	84.3%	83.5%	85%	85.3%	85%
Percent of youth who completed Youth Services Division programs with improved school attendance when truancy was an issue at referral and/or at closure	Up is Better	Not Available	Not Available	60%	57.8%	60%
Percent of youth who completed Youth Services Division programs without juvenile justice involvement while they were in the program	Up is Better	91.4%	95.3%	85%	95.3%	85%
2 - Implement policy initiatives that address structural barriers to economic mobility; integrate learnings to improve DHS programs and practices so that residents are positioned to grow their economic security. (1 Measure)						
Percent of Newly Employed Customers Earning a DC Living Wage	Up is Better	62.8%	72.5%	35%	77.8%	35%
3 - Make homelessness rare, brief, and non-recurring in the District through innovative, person-centered and research-based practices that are considered exemplary throughout the nation. (8 Measure records)						
Average length of time (days) experiencing homelessness (individuals)	Neutral	160	179	No Target Set	178	No Target Set
Average length of time (days) experiencing homelessness (families)	Neutral	256	184.5	No Target Set	122	No Target Set
Individuals becoming homeless for the first time	Neutral	2993	2340	No Target Set	3136	No Target Set

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 Target
Families becoming homeless for the first time	Neutral	531	405	No Target Set	482	No Target Set
Percent of individuals returning to homelessness within 6- 12 months	Neutral	5.4%	5.7%	No Target Set	3.9%	No Target Set
Percent of families returning to homelessness within 6- 12 months	Neutral	3.4%	2.2%	No Target Set	2.3%	No Target Set
Number of youth diverted from shelter or time limited housing programs (includes family preservation, reunification with natural supports, and other exits to permanency)	Up is Better	73	90	36	62	36
Number of youth who exited the youth homelessness system to permanent, stable housing	Up is Better	69	45	48	135	48
5 - District residents will consistently receive reliable, thorough, and trauma-informed service from a well-trained, well-resourced, and respectful staff. (6 Measure records)						
SNAP Payment Error Rate	Down is Better	Not Available	Not Available	10%	Not Available	10%
SNAP Application Timely Processing Rate (applications processed within 7 days for e-SNAP and 30 days for regular SNAP)	Up is Better	95.3%	92%	95%	Not Available	95%
Service Center Average Wait Time in Lobby (minutes)	Down is Better	Not Available	Not Available	110	Not Available	110
Service Center Average Wait Time in non-Lobby (days)	Down is Better	4	Not Available	7	Not Available	7
Call Center: Average Wait Time (Minutes)	Down is Better	32.5	22	12	15	12
Service Center Same Day Completion Rate (Percent of Lobby Cases)	Up is Better	83.7%	Not Available	85%	Not Available	85%

Operations

Operations Title	Operations Description	Type of Operations
1 - Provide high quality DHS services to individuals, families, and youth using collaborative, person-centered, and forward-thinking processes. (1 Activity)		
Youth-Focused Diversion Services	<p>DHS, Family Services Administration (FSA), Youth Services Division (YSD) provides youth-focused services through the following programs:</p> <ul style="list-style-type: none"> • Parent and Adolescent Support Services (PASS), which works with youth up to the age of 17 years old who have committed status offenses (mainly truancy) by conducting comprehensive youth assessments and providing intensive case management and linkages to other supportive services. • PASS Crisis and Stabilization Team (PCAST), provides crisis assessment, intervention, and stabilization services to youth and their families that are referred to the Parent and Adolescent Support Services Program (PASS). Staff provide outreach, advocacy and coordination of services while engaging community resources. In addition, PCAST works to enhance coping skills and empower youth and their families to achieve stability. • Functional Family Therapy (FFT) is an intensive, short term intervention/preventive service that offers in-home family counseling designed specifically to address status-offending behaviors and juvenile delinquency from a relational/ family-based perspective. FFT services target adolescents who are experiencing a high level of conflict in the home, exposure to domestic violence, truancy, curfew violations, running away, and substance abuse. In addition, FFT services are also used as part of the homeless youth prevention services. FFT sessions are held at least once per week for 3-6 months; every session includes all key members of the family. FFT therapists use a national FFT evidence-based model to work with the referred youth and families. This model assesses family behaviors that have contributed to the youth's delinquent behavior, modifies strained family communication, improves parenting skills, and generalizes changes to community contexts and relationships. • Alternatives to the Court Experience (ACE), the sole diversion program in Washington, DC, which offers individually tailored and clinically-appropriate services to youth up to 17 years old and families as alternatives to arrest and prosecution. ACE's goal is to reduce recidivism, reengage youths in school, and improve overall youth functioning • The Teen Parent Assessment Program (TPAP), which provides case management and support services to teen parents ages 17 and under who receive TANF or self-refer to the program. TPAP's goal is to move program participants towards self-sufficiency through completion of their high school or GED program. • Strengthening Teens Enriching Parents (STEP), which works with youth up to 17 years old who are reported missing to the police. Case managers provide outreach to assess why the youth has left home and together with the family, implement services with community partners—particularly Sasha Bruce—and other District agencies to reduce the likelihood of future missing persons reports, and increase family stability. • Homeless Youth Services works with youth up to 24 years old who are experiencing homelessness—or at risk of experiencing homelessness—connect with services to reunite them with their family and resolve family conflicts. Community organizations provide services such as drop-in centers, street outreach and housing. 	Daily Service

Operations Title	Operations Description	Type of Operations
2 - Implement policy initiatives that address structural barriers to economic mobility; integrate learnings to improve DHS programs and practices so that residents are positioned to grow their economic security. (1 Activity)		
TANF and FSET Case Management and Employment Assistance	The Economic Security Administration provides case management and employment assistance through the Temporary Assistance for Needy Families (TANF) Education and Employment Program and Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program, which provide a range of services that are designed to promote long-term employability and sustainable income.	Daily Service
3 - Make homelessness rare, brief, and non-recurring in the District through innovative, person-centered and research-based practices that are considered exemplary throughout the nation. (3 Activity records)		
Homeless Services Continuum - Individuals	The Family Services Administration provides a continuum of services to individuals experiencing homelessness or at risk of homelessness, so that they can access temporary shelter and obtain and/or maintain sustainable housing. The continuum of services includes outreach, coordinated entry, low barrier shelter, diversion and rapid exit from shelter, rapid rehousing, day programs, meal programs, targeted affordable housing and permanent supportive housing. FSA also provides targeted support for Veterans experiencing homelessness as well as resources and services during hypothermia and cold emergency alerts.	Daily Service
Homeless Services Continuum - Families	The Family Services Administration provides a continuum of services to families experiencing homelessness or at risk of homelessness, so that they can obtain and/or maintain improved housing. The continuum of family services includes centralized intake and eligibility assessment at the Virginia Williams Family Resource Center, prevention services, emergency shelter, rapid rehousing, housing navigation and permanent supportive housing.	Daily Service
Homeless Services Continuum - General	The Family Services Administration provides a continuum of services to families, youth and individuals experiencing homelessness or at risk of homelessness, so that they can obtain and/or maintain improved housing.	Daily Service
4 - Become an anti-racist, high performing organization that models inclusion, sustainability, continuous learning, quality, and effectiveness. (1 Activity)		
Agency Management/Performance Management	The Office of the Director provides executive management, policy direction, strategic and financial planning, human capital management, information technology, capital programs, legislative and community relations, legal guidance, and performance management. The Office of Program Review, Monitoring, and Investigation includes agency risk management, fraud investigation, homeless shelter monitoring and a quality control division.	Daily Service
5 - District residents will consistently receive reliable, thorough, and trauma-informed service from a well-trained, well-resourced, and respectful staff. (1 Activity)		
Eligibility Determination and Enrollment Support	The Economic Security Administration provides eligibility determination and enrollment support for Federal and District cash, food, child care, and medical benefits. These include: <ul style="list-style-type: none"> • Temporary Assistance for Needy Families (TANF), which provides temporary income support assistance for low income families while helping them improve their long-term employability and achieve family-sustaining income; • Supplemental Nutrition Assistance Program (SNAP), which is designed to provide supplemental nutrition assistance to individuals and families in need, and support their return to long-term employability; • District of Columbia Interim Disability Assistance program, which provides assistance to Supplemental Security Income (SSI) applicants pending SSI determination; • District of Columbia's child care subsidy program; and • Federal and District medical assistance programs, including Medicaid, Children's Health Insurance Program (CHIP), and the D.C. Healthcare Alliance Program.. 	Daily Service

Workload Measures (WMs)

Measure	FY 2020 Actual	FY 2021 Actual	FY2022 Actual
1 - Youth-Focused Diversion Services (5 Measure records)			
Number of youth served by the Parent and Adolescent Support Services Program (PASS)	Not Available	Not Available	376
Number of youth served by the Strengthening Teens Enriching Parents (STEP) program	364	80	67
Number of youth experiencing homelessness placed into a housing program through the Coordinated Assessment and Housing Placement (CAHP) system	22	349	311
Number of youth served in the Alternatives to the Court Experience (ACE) program	614	266	244
Number of teen parents served by the Teen Parent Assessment Program (TPAP)	48	132	95
2 - TANF and FSET Case Management and Employment Assistance (7 Measure records)			
Average Number of Families Entering TANF (Per Month)	331	920	208
Number of Families Re-certified for TANF Eligibility (Per Month)	Not Available	810.3	531

Measure	FY 2020 Actual	FY 2021 Actual	FY2022 Actual
Total Number of Work-Eligible TANF Customers (Monthly Average)	10,544	44,025	11,340
Average Number of Families Exiting TANF (Per Month)	233	402	313
Average TANF Caseload (Per Month)	13,813	14,814	14,916
Total Number of Adults Receiving TANF Cash Benefits (Monthly Average)	12,405	12,948.8	13,341
Total Number of Children Receiving TANF Cash Benefits (Monthly Average)	24,959	103,638	26,530
3 - Homeless Services Continuum - Families (4 Measure records)			
Number of family households experiencing homelessness (annual)	1371	924	1046
Number of housing placements annually (family households)	715	617	516
Number of family households experiencing homelessness, January Point-in-Time (PIT)	768	405	347
Average monthly census in family shelter	472	187	157
3 - Homeless Services Continuum - Individuals (6 Measure records)			
Number of individuals experiencing homelessness (annual)	9253	8325	7834
Average monthly housing placements (Individuals experiencing homelessness)	75	66	100
Number of individuals experiencing homelessness, January Point-in-Time (PIT)	3947	3871	3403
Number of individuals experiencing chronic homelessness, Point-in-Time (PIT)	1337	1943	1257
Number of homeless Veterans, Point-in-Time (PIT)	294	186	208
Average monthly housing placements (Veterans)	30	18	21
5 - Eligibility Determination and Enrollment Support (11 Measure records)			
Medical Assistance: Number of Medicaid Applications	Not Available	Not Available	Not Available
Medical Assistance: Number of Medicaid Applications that are Approved	Not Available	Not Available	Not Available
Medical Assistance: Average Medicaid (MAGI + Non-MAGI) Enrollment (Per Month)	258,723	Not Available	Not Available
Medical Assistance: Average Alliance Medical Assistance Program Enrollment (Per Month)	14,840	Not Available	Not Available
Service Centers: Average Daily Number of Client Visits at Service Centers, Including Lobby Cases (Per Month)	Not Available	Not Available	Not Available
Service Centers: Average Daily Number of Non-lobby Cases at Service Centers (Per Month)	687	Not Available	Not Available
SNAP: Average SNAP Caseload (Per Month)	70,419	85,172	90,265
SNAP: Number of SNAP Applications (Monthly Average)	3953	4061	4034
SNAP: Number of Households Re-certified for SNAP Eligibility (Per Month)	Not Available	3966	5813
Call Center: Average Number of Calls Received, Includes Served + Abandoned (Per Month)	33,198	35,503	54,847
SNAP: Number of New Households Approved for SNAP and Receiving SNAP Benefits (Per Month)	2771	1791	2433

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Agency Management/Performance Management (1 Strategic Initiative)		
Expand internal capacity for inclusive culture, strategy, and racial equity	In FY23 DHS will continue building on efforts to develop a culture that promotes employee engagement, inclusion, and equity. Specifically, the agency will launch and begin implementing the new five-year strategic plan, including a focus on employee experience investments, formalized employee development and retention plans, implementing a quality continuous learning agenda, and organizational development. The agency will also continue to build internal capacity for racial equity efforts by creating a long-term racial equity action plan to accomplish changes to policies, practices, and systems.	09-30-2023

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Eligibility Determination and Enrollment Support (4 Strategic Initiative records)		
Strength-Based Assessment Tool for DHS Customers	In FY22 DHS launched a strength-based assessment tool that can be used by residents as self-guided or with a case manager. In FY23, DHS will monitor the implementation of the new assessment tool for the TANF and SNAP E&T programs. This includes promoting and marketing the Customer Assessment Portal (CAP) to drive customer traffic and identifying and prioritizing system enhancements that will aid DCWET's operations (e.g. data reporting).	09-30-2023
Resident Resource Calculator	In FY23 DHS will implement a resource calculator for case managers to assist residents with understanding and planning for the effect of earned income on income supports (e.g. TANF, SNAP, childcare, Medicaid). The resource calculator will be incorporated as a case coaching tool in the Targeted Mobility Coaching (TMC) Program in order to (1) help customers strategically plan for entering their desired career pathway and (2) understand how their benefits will be impacted as their income increases	09-30-2023
Targeted Outreach to Wards 7 and 8	In FY23 DHS will continue to conduct targeted outreach to Wards 7 and 8 to ensure customers receiving TANF and SNAP are prioritized for employment and training opportunities. The majority of customers receiving TANF and SNAP E&T services reside in Wards 7 and 8.	09-30-2023
Case Process Improvements	In FY23, DHS will build on efforts to improve case processing quality by tightening internal feedback loops, mapping case quality data, and providing support resources for eligibility teams. The agency will iterate service improvement pilots to streamline interactions across multiple access channels, begin the implementation process of a simplified SNAP benefit program targeting DC seniors and residents with disabilities, and enhance case processing efficiency by developing responsive staffing tactics and launching new, shared workload system functionalities. Finally, the agency will continue to provide design, planning, testing, readiness, and implementation support to the ongoing delivery of the DCAS eligibility system.	09-30-2023
Homeless Services Continuum - Families (1 Strategic Initiative)		
Transform the Family Rehousing and Stabilization Program	In FY23, DHS will continue to build on the recommendations made by the Family Rehousing and Stabilization Program (FRSP) task force to improve tracking, management and execution of the program. With case management fully transferred from The Community Partnership (TCP) to DHS, the agency looks to decrease the time to match clients with case manager, increase earnings for clients not in the Bridge Track, and more efficiently match families with vouchers.	09-30-2023
Homeless Services Continuum - Individuals (3 Strategic Initiative records)		
Successful Implementation of PSH3 Program	In FY23 DHS will continue to expand the Permanent Supportive Housing Program. DHS voucher programs will nearly double due to an influx of resources added in FY22 and FY23. With this expansion, DHS will work to match more than 1,350 District residents with vouchers by the end of the fiscal year. Additionally, DHS will improve the timeline from voucher match to lease-up to 4 months.	09-30-2023
Expand Site-based Permanent Supportive Housing Onsite Services	In FY23 DHS will open and expand our offerings of Permanent Supportive Housing (PSH) buildings which provide intensive onsite supports. The first building of this kind in the District, The Ethel, is expected to open with 100 units in January 2023 and be 100% leased up in FY23. DHS will develop a strategy for opening similar buildings based on learnings from year one of The Ethel.	09-30-2023
Streamline Intake for Single Adults Entering the Homeless Services System	In FY23, DHS will simplify the intake process for District residents by providing a streamlined number or location for individuals to go or call, be assessed, and create a plan to end their homelessness as soon as their experience of homelessness begins. This will allow individuals to begin receiving supports sooner and decrease opportunities to become more vulnerable and further disconnected from their support system, employment, and other supports.	09-30-2023
TANF and FSET Case Management and Employment Assistance (1 Strategic Initiative)		
TANF Employment Program Contracts and Case Coaching	The new TANF Employment Program (TEP) contracts will incorporate case coaching techniques to ensure that the DHS values are embedded in the provider contracts. This initiative will ensure the capacity of TEP providers aligns with DHS's efforts to be a high-performing organization. DHS will equip TEP providers with the knowledge, opportunities, and resources they need to use case coaching to fully engage and empower customers to achieve their goals. DHS will incorporate case coaching methods into annual technical assistance sessions delivered to the TEP Providers.	09-30-2023
Youth-Focused Diversion Services (1 Strategic Initiative)		
Alternative to the Court Experience Program Expansion	In FY23 DHS will increase juvenile justice prevention efforts by expanding the Alternative to the Court Experience program.	09-30-2023



Department of Human Services
Senior Management
February 2023

Laura Zeilinger
Director

Office of the Chief
Financial Officer

Office of Contracting
and Procurement

Christa Phillips
Compliance and
Accountability Officer

Anthea Seymour
Administrator
Economic Security
Administration

Monica Brown
General Counsel

Rachel Pierre
Administrator
Family Services Administration

David Ross
Chief of Staff

Dena Hasan
Director
Policy and Program Support

Tania Mortensen
Chief Operating Officer

Francine Miller
Deputy Administrator
Division of Program
Operations

Ann Pierre
Deputy Administrator
Customer Workforce
Employment and Training

Brian Campbell
Chief of Staff

**Sherrie McDowell
Benjamin**
Chief Administrative
Officer

Stephanie Bloch
Deputy Administrator
Innovation and Change
Management

Ernest Dolison
Interim Deputy Admin
Data Analytics, Research
and Evaluation

Carla Drake
Interim Deputy Admin
Program & Policy
Development, Training
and Quality Assurance

Noah Abraham
Deputy Administrator
Homeless Services:
Families

Sheila Clark
Deputy Administrator
Youth Services

Anthony Newman
Deputy Administrator
Homeless Services
Individuals

Debra Crawford
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Community Services

Anna Fogel
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Permanent Housing

Madeleine Solan
Deputy Administrator
for Strategy &
Performance

LaToya Bass
Deputy Administrator
Operations

Brenda Perkins
Chief Administrative
Officer

Kevin Valentine
Public Information Officer

Justin Brown
Emergency Management
Officer

Lyndsey Miller-Vierra
Deputy Chief Operating
Officer

Marlene Akas
Chief Human Resources
Officer

Madan Burra
Chief Information Officer

Lisa Franklin Kelly
Capital Operations Project
Manager

00094898	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094900	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094901	Information Technology Special			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094902	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094903	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094904	Supervisory Program Analyst	00032360	6/25/2018	F	13	0	0.135	13,434.31	3,439.18	JAO	HT	FEDERAL GRANT	Continuing
00094905	Information Technology Special	00093556	9/19/2016	F	13	5	0.135	15,327.50	3,923.84	JAO	HT	FEDERAL GRANT	Continuing
00094906	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094907	Program Manager			V	14	0	0.135	18,539.35	4,746.07	JAO	HT	FEDERAL GRANT	Continuing
00094908	Supvy. Management Analyst			V	13	0	0.135	16,121.16	4,127.02	JAO	HT	FEDERAL GRANT	Continuing
00094909	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094910	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094911	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094912	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094913	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094914	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094915	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094916	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094917	Program and Policy Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094918	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094919	Management Analyst			V	12	0	0.135	10,905.84	2,791.90	JAO	HT	FEDERAL GRANT	Continuing
00094920	Program Director	00086658	6/29/2015	F	16	0	0.135	24,438.41	6,256.23	JAO	HT	FEDERAL GRANT	Continuing
00094921	Project Manager			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094922	Management Analyst			V	11	0	0.135	9,529.92	2,439.66	JAO	HT	FEDERAL GRANT	Continuing
00094923	Management Analyst	00102330	3/19/2018	F	13	2	0.135	14,020.70	3,589.30	JAO	HT	FEDERAL GRANT	Continuing
00094924	Management Analyst			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094925	Management Analyst			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094926	Management Analyst			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094927	Management Analyst			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094928	Management Analyst	00047128	11/20/2006	F	13	4	0.135	14,891.99	3,812.35	JAO	HT	FEDERAL GRANT	Continuing
00094929	Management Analyst	00028290	1/24/2005	F	13	4	0.135	14,891.99	3,812.35	JAO	HT	FEDERAL GRANT	Continuing
00094930	Management Analyst	00061010	5/24/2010	F	13	6	0.135	15,763.14	4,035.36	JAO	HT	FEDERAL GRANT	Continuing
00094931	Management Assistant	00093244	9/19/2016	F	9	5	0.135	8,920.53	2,283.66	JAO	HT	FEDERAL GRANT	Continuing
00094958	Information Technology Special	00103538	6/25/2018	F	13	10	0.135	17,505.59	4,481.43	JAO	HT	FEDERAL GRANT	Continuing
00094959	Information Technology Special	00103583	6/25/2018	F	13	10	0.135	17,505.59	4,481.43	JAO	HT	FEDERAL GRANT	Continuing
00094960	Information Technology Special			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094961	Information Technology Spec.	00103012	5/29/2018	F	12	3	0.135	12,523.14	3,205.92	JAO	HT	FEDERAL GRANT	Continuing
00094971	Info. Tech. Specialist (APPSW)	00097552	5/30/2017	F	13	10	0.135	17,505.59	4,481.43	JAO	HT	FEDERAL GRANT	Continuing
00094972	Compliance Officer	00093393	11/12/2019	F	14	2	0.135	16,570.71	4,242.10	JAO	HT	FEDERAL GRANT	Continuing
00094973	Project Manager			V	13	0	0.135	12,564.32	3,216.46	JAO	HT	FEDERAL GRANT	Continuing
00094974	Project Manager			V	14	0	0.135	16,056.23	4,110.39	JAO	HT	FEDERAL GRANT	Continuing
00094975	Human Services Specialist	00088422	9/8/2015	F	13	3	0.135	14,456.34	3,700.82	JAO	HT	FEDERAL GRANT	Continuing
00094976	Management Analyst			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094977	Quality Assurance Analyst			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094978	IT Specialist (Customer Suppor			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094979	Compliance Specialist	00106413	12/17/2018	F	14	4	0.135	17,599.68	4,505.52	JAO	HT	FEDERAL GRANT	Continuing
00094980	IT Specialist (Security)	00071423	1/28/2013	F	13	5	0.135	15,327.50	3,923.84	JAO	HT	FEDERAL GRANT	Continuing
00094981	Management Analyst			V	14	0	0.135	16,056.23	4,110.39	JAO	HT	FEDERAL GRANT	Continuing
00094982	Information Technology Special			V	13	0	0.135	13,585.05	3,477.77	JAO	HT	FEDERAL GRANT	Continuing
00094983	Project Manager	00006722	9/5/2017	F	14	5	0.135	18,114.17	4,637.23	JAO	HT	FEDERAL GRANT	Continuing
00095002	Management Analyst	00029404	6/13/2005	F	12	3	0.135	12,523.14	3,205.92	JAO	HT	FEDERAL GRANT	Continuing
00095003	Management Analyst	00010861	6/25/2018	F	12	7	0.135	13,987.62	3,580.83	JAO	HT	FEDERAL GRANT	Continuing
00095004	Management Analyst			V	12	0	0.135	11,790.77	3,018.44	JAO	HT	FEDERAL GRANT	Continuing
00096740	Social Service Representative	00119528	9/27/2021	F	11	1	0.135	9,529.92	2,439.66	JAO	JA	FEDERAL GRANT	Continuing
00096740	Social Service Representative	00119528	9/27/2021	F	11	1	0.285	20,118.72	5,150.39	JAO	JA	FEDERAL MEDIC	Continuing
00096740	Social Service Representative	00119528	9/27/2021	F	11	1	0.58	40,943.36	10,481.50	JAO	JA	LOCAL FUNDS	Continuing
00097198	IT Specialist			V	11	0	0.5	32,642.50	8,356.48	JAO	TO	LOCAL FUNDS	Continuing

00093717	Public Affairs Specialist	00101223	12/11/2017	F		13	5	1	113,537.00	29,065.47	JAO	JA	LOCAL FUNDS	Continuing	
00098193	Special Assistant			V		14	0	1	109,999.00	28,159.74	JAO	JA	LOCAL FUNDS	Continuing	
00099228	Special Assistant	00101408	1/8/2018	F		13	4	1	102,018.00	26,116.61	JAO	JA	FEDERAL GRANT	Continuing	
00099232	Deputy Administrator	00000363	7/8/2019	F		15	0	1	154,935.30	39,663.44	JAO	JA	FEDERAL GRANT	Continuing	
00106634	Supervisory Contract Specialis	00122325	5/23/2022	F		14	0	1	123,804.63	31,693.99	JAO	PO	LOCAL FUNDS	Continuing	
TOTAL PERFORMANCE MANAGEMENT (1090)									29	3,341,311.19	855,375.66				

ECONOMIC SECURITY ADMINISTRATION (2000)

00000324	Program Analyst	00102858	5/14/2018	F		12	2	1	90,051.00	23,053.06	JAO	JA	LOCAL FUNDS	Continuing
00000679	Vocational Development Special	00032475	5/30/2006	F		11	9	1	88,738.00	22,716.93	JAO	JA	FEDERAL GRANT	Continuing
00001057	Grants Management Specialist	00126653	12/5/2022	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00002064	Vocational Development Special			V		11	1	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00002157	Social Service Representative	00023392	8/25/2014	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL MEDIC	Continuing
00002451	Program Manager	00011686	9/13/2021	F		13	0	0.4	55,727.48	14,266.23	JAO	CF	FEDERAL GRANT	Continuing
00002790	Social Service Representative	00002816	3/26/1990	F		11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL MEDIC	Continuing
00006275	Program Analyst	00083113	9/8/2014	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00006557	Vocational Development Special	00006640	6/13/1994	F		11	10	1	91,007.00	23,297.79	JAO	JA	FEDERAL GRANT	Continuing
00006755	Vocational Development Special	00027277	10/11/1988	F		11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL GRANT	Continuing
00007700	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL MEDIC	Continuing
00008106	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00008529	Social Service Representative	00032230	5/1/2006	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL MEDIC	Continuing
00008645	Dep Admin for Customer Workfor	00032189	4/18/2006	F		15	0	1	135,300.77	34,637.00	JAO	JA	LOCAL FUNDS	Continuing
00008756	Vocational Development Special	00114204	7/20/2020	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing
00008799	Program Support Specialist	00126904	1/3/2023	F		9	1	0.4	23,436.40	5,999.72	JAO	CF	FEDERAL GRANT	Term
00009083	Strategic Planning Officer			V		13	0	1	119,416.00	30,570.50	JAO	JA	FEDERAL GRANT	Continuing
00009583	Social Service Representative	00033939	11/13/2006	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL MEDIC	Continuing
00010325	Program Analyst	00083111	12/27/2016	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00010429	Program Analyst	00123988	8/15/2022	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing
00010536	Program Analyst	00080752	5/5/2014	F		12	7	1	103,612.00	26,524.67	JAO	JA	FEDERAL GRANT	Continuing
00010546	Social Service Representative	00010643	2/12/2001	F		11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL MEDIC	Continuing
00010631	Vocational Development Special	00026899	3/26/2001	F		11	9	1	88,738.00	22,716.93	JAO	JA	FEDERAL GRANT	Continuing
00010701	Vocational Development Special	00061481	1/25/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00011024	Policy Analyst	00070276	9/10/2012	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00011845	Social Service Representative	00030346	8/22/2005	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL MEDIC	Continuing
00012436	Program Analyst	00111850	11/12/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00013239	Social Service Representative	00013359	4/9/1990	F		11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL MEDIC	Continuing
00013480	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	LOCAL FUNDS	Continuing
00013488	Social Services Assistant			V		8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL MEDIC	Continuing
00014065	Vocational Development Special	00014182	8/17/1998	F		11	10	1	91,007.00	23,297.79	JAO	JA	FEDERAL GRANT	Continuing
00015003	Vocational Development Special	00103291	6/11/2018	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00015332	Supvy Social Services Represen	00004481	4/20/2015	F		12	0	1	87,657.86	22,440.41	JAO	JA	FEDERAL MEDIC	Continuing
00015621	Vocational Development Special	00028508	1/11/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00015870	TRAINING PGM MGR			V		14	0	1	137,328.50	35,156.10	JAO	JA	FEDERAL GRANT	Continuing
00016104	Workforce Development Spec.			V		11	1	0.4	28,236.80	7,228.62	JAO	CF	FEDERAL GRANT	Continuing
00016723	Social Service Representative	00083116	9/8/2014	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL MEDIC	Continuing
00016742	Social Service Representative	00016868	7/18/1994	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL MEDIC	Continuing
00016773	Vocational Development Special	00103754	7/9/2018	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00016852	Social Service Representative	00083389	9/22/2014	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL MEDIC	Continuing
00017133	Program Support Assistant	00017253	3/29/1999	F		7	8	1	60,303.00	15,437.57	JAO	JA	FEDERAL GRANT	Continuing
00017499	Social Services Assistant	00001836	8/28/2000	F		8	8	1	65,145.00	16,677.12	JAO	JA	FEDERAL GRANT	Continuing
00017669	Program Support Assistant	00035418	4/30/2007	F		8	8	1	65,145.00	16,677.12	JAO	JA	LOCAL FUNDS	Continuing
00018607	Vocational Development Special	00101220	12/11/2017	F		11	9	1	88,738.00	22,716.93	JAO	JA	LOCAL FUNDS	Continuing
00019702	Social Services Assistant	00099838	9/18/2017	F		7	5	1	55,244.00	14,142.46	JAO	JA	FEDERAL GRANT	Continuing
00019751	Program Analyst	00110539	2/1/2021	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing
00019755	Vocational Development Special	00022469	6/27/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00019763	Social Services Assistant (Cus	00089346	11/16/2015	F		7	6	1	56,931.00	14,574.34	JAO	JA	FEDERAL GRANT	Continuing
00019775	Vocational Development Special	00114205	7/20/2020	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00019862	SUPVY VOCATIONAL DEV SPEC	00025637	10/11/1988	F		12	0	1	97,643.26	24,996.67	JAO	JA	FEDERAL GRANT	Continuing

00077176	Vocational Development Special	00030990	3/25/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00077178	Vocational Development Special	00071003	12/3/2012	F		11	10	1	91,007.00	23,297.79	JAO	JA	LOCAL FUNDS	Continuing
00077179	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00077180	Vocational Development Special	00034104	7/22/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00077181	Vocational Development Special	00103570	6/25/2018	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00077183	Homeless Coordinator	00071945	3/25/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00077185	Program Support Specialist			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00077186	Vocational Development Special	00071109	12/17/2012	F		11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00077188	Vocational Development Special	00123133	7/5/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00077189	Community Liaison Specialist	00031221	11/28/2005	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00077190	COMMUNITY OUTREACH SPEC	00025212	1/10/2004	F		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00077191	Community Liaison Specialist	00050450	4/8/2013	F		11	10	1	91,007.00	23,297.79	JAO	JA	LOCAL FUNDS	Continuing
00077192	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	LOCAL FUNDS	Continuing
00077193	Social Services Assistant	00101578	7/8/2019	F		8	1	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing
00077194	SUPVY VOCATIONAL DEV SPEC			V		12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00077195	SUPVY VOCATIONAL DEV SPEC			V		12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00077196	Vocational Development Special	00108405	5/28/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00077197	Training Specialist (TANF)	00034145	12/11/2006	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00077198	Vocational Development Special	00100682	10/30/2017	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00078079	Social Services Assistant			V		8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL MEDIC	Continuing
00082071	Supvy Vocational Dev. Special.	00026620	12/24/1991	F		12	0	1	92,648.66	23,718.06	JAO	JA	LOCAL FUNDS	Continuing
00082072	SUPVY VOCATIONAL DEV SPEC			V		12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00082073	SUPVY VOCATIONAL DEV SPEC	00036500	9/4/2007	F		12	0	1	87,657.86	22,440.41	JAO	JA	LOCAL FUNDS	Continuing
00082074	SUPVY VOCATIONAL DEV SPEC	00100677	10/30/2017	F		12	0	1	86,533.06	22,152.46	JAO	JA	LOCAL FUNDS	Continuing
00082075	Vocational Development Special	00108425	5/28/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00082076	Vocational Development Special	00100876	11/13/2017	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00082077	Vocational Development Special	00035677	5/20/2013	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00082078	Vocational Development Special	00033677	11/4/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00082079	Vocational Development Special	00123135	7/5/2022	F		11	1	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00082080	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00082082	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00082083	Vocational Development Special	00126028	10/24/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00082085	Vocational Development Special	00108199	5/13/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00082086	Vocational Development Special	00080754	5/5/2014	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00082087	Vocational Development Special	00033199	9/5/2006	F		11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL GRANT	Continuing
00082088	Vocational Development Special	00121569	3/14/2022	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing
00082089	Vocational Development Special	00078927	11/4/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00082092	Vocational Development Special	00084104	3/28/2022	F		11	1	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00082093	Vocational Development Special	00039342	11/18/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00082094	Vocational Development Special	00090109	5/13/2019	F		11	1	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00082096	Vocational Development Special	00097643	5/30/2017	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00082097	Vocational Development Special	00032391	11/4/2013	F		11	9	1	88,738.00	22,716.93	JAO	JA	FEDERAL GRANT	Continuing
00082098	Vocational Development Special	00012440	11/18/2013	F		11	9	1	88,738.00	22,716.93	JAO	JA	FEDERAL GRANT	Continuing
00082099	Vocational Development Special	00079013	11/18/2013	F		11	10	1	91,007.00	23,297.79	JAO	JA	FEDERAL GRANT	Continuing
00082101	Vocational Development Special	00018838	9/18/2017	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00082102	Vocational Development Special	00008941	5/5/2014	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00082103	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00082104	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00082109	Vocational Development Special	00080742	5/5/2014	F		11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL GRANT	Continuing
00083192	Compliance Specialist	00093427	9/26/2016	F		12	3	0.4	34,317.60	8,785.31	JAO	CF	FEDERAL GRANT	Term
00083217	Vocational Development Special	00113539	4/27/2020	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00083219	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00083479	Grants Management Specialist	00099914	9/18/2017	F		11	10	1	91,007.00	23,297.79	JAO	JA	FEDERAL GRANT	Continuing
00085032	Vocational Development Special	00095057	11/14/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00085163	Supvy Vocational Dev. Special.			V		12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00085987	Supvy Social Services Represen	00032229	6/1/2007	F		12	0	1	86,533.51	22,152.58	JAO	JA	FEDERAL MEDIC	Continuing
00085990	Staff Assistant	00108919	6/24/2019	F		9	4	1	64,206.00	16,436.74	JAO	JA	FEDERAL GRANT	Term
00085992	Program Analyst	00037194	10/26/2020	F		12	3	1	92,764.00	23,747.58	JAO	JA	FEDERAL GRANT	Continuing
00086069	Program Analyst			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing

00086318	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL MEDIC	Continuing	
00086320	Social Service Representative	00095393	3/18/2019	F		11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL MEDIC	Continuing	
00088592	Workforce Development Spec.	00095279	11/28/2016	F		9	10	0.4	30,174.40	7,724.65	JAO	CF	FEDERAL GRANT	Continuing	
00090646	Program Analyst	00116909	4/26/2021	F		12	4	0.4	35,320.00	9,041.92	JAO	CF	FEDERAL GRANT	Term	
00090647	Workforce Development Spec.	00015127	10/16/2017	F		7	7	0.4	23,446.80	6,002.38	JAO	CF	FEDERAL GRANT	Term	
00090648	Workforce Development Spec.	00068759	10/2/2017	F		11	7	0.4	33,680.80	8,622.28	JAO	CF	FEDERAL GRANT	Term	
00090649	Workforce Development Spec.	00095395	3/18/2019	F		11	1	0.4	28,236.80	7,228.62	JAO	CF	FEDERAL GRANT	Term	
00090652	Workforce Development Spec.	00126655	12/5/2022	F		9	1	0.4	23,436.40	5,999.72	JAO	CF	FEDERAL GRANT	Term	
00090653	Workforce Development Speciali	00095190	4/18/2017	F		11	2	0.4	29,144.00	7,460.86	JAO	CF	FEDERAL GRANT	Term	
00090654	Workforce Development Spec.	00103940	1/3/2023	F		9	1	0.4	23,436.40	5,999.72	JAO	CF	FEDERAL GRANT	Term	
00090657	Workforce Development Spec.	00097226	4/25/2022	F		11	1	0.4	28,236.80	7,228.62	JAO	CF	FEDERAL GRANT	Term	
00090659	Workforce Development Spec.	00116639	3/15/2021	F		9	6	0.4	27,179.60	6,957.98	JAO	CF	FEDERAL GRANT	Term	
00090662	Workforce Development Spec.	00044914	4/29/2019	F		9	6	0.4	27,179.72	6,958.01	JAO	CF	FEDERAL GRANT	Continuing	
00090664	Workforce Development Spec.			V		9	0	0.4	23,436.40	5,999.72	JAO	CF	FEDERAL GRANT	Continuing	
00090666	Workforce Development Speciali			V		5	0	0.4	15,800.40	4,044.90	JAO	CF	FEDERAL GRANT	Continuing	
00090668	Program Analyst	00030210	6/1/2015	F		12	2	0.4	36,020.40	9,221.22	JAO	CF	FEDERAL GRANT	Continuing	
00090828	Grants Management Specialist	00033127	12/5/2022	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing	
00092127	Workforce Development Spec.	00120327	12/6/2021	F		9	5	0.4	26,431.20	6,766.39	JAO	CF	FEDERAL GRANT	Term	
00092198	SUPVY VOCATIONAL DEV SPEC	00023063	10/21/2013	F		12	0	1	92,155.38	23,591.78	JAO	JA	FEDERAL GRANT	Continuing	
00092199	SUPVY VOCATIONAL DEV SPEC	00085803	4/20/2015	F		12	0	1	86,533.14	22,152.48	JAO	JA	FEDERAL GRANT	Continuing	
00092201	Vocational Development Special	00108192	5/13/2019	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing	
00092202	Vocational Development Special	00024157	1/8/2018	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing	
00092203	Vocational Development Special	00085808	11/13/2017	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing	
00092204	Vocational Development Special	00117309	6/7/2021	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing	
00092205	Vocational Development Special	00101221	12/11/2017	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing	
00092206	Vocational Development Special	00060197	4/6/2015	F		11	1	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing	
00092207	Vocational Development Special	00120869	1/18/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing	
00092208	Vocational Development Special	00100675	10/30/2017	F		11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing	
00092209	Vocational Development Special	00026729	10/30/2017	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing	
00092210	Vocational Development Special	00114290	8/3/2020	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing	
00095327	Program Analyst	00085723	4/20/2015	F		12	7	1	103,612.00	26,524.67	JAO	JA	FEDERAL GRANT	Continuing	
00095328	Vocational Development Special	00108038	4/29/2019	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing	
00095329	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing	
00095330	Strategic Planning Officer	00088955	8/17/2020	F		13	0	1	99,513.45	25,475.44	JAO	JA	LOCAL FUNDS	Continuing	
00095331	Vocational Development Special	00108053	4/29/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing	
00095332	Vocational Development Special			V		11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing	
00095333	Vocational Development Special	00122263	5/9/2022	F		11	1	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing	
00095334	Vocational Development Special	00108409	5/28/2019	F		11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing	
00095339	Program Manager	00089895	1/11/2016	F		13	0	1	99,513.95	25,475.57	JAO	JA	FEDERAL GRANT	Continuing	
00105482	Program Analyst	00113540	4/27/2020	F		12	2	1	90,051.00	23,053.06	JAO	JA	ARPA - LOCAL RE	Continuing	
00105483	Program Analyst	00101502	1/8/2018	F		13	3	1	107,084.00	27,413.50	JAO	JA	ARPA - LOCAL RE	Continuing	
00105484	Applied Research Analyst			V		13	0	1	93,069.00	23,825.66	JAO	JA	ARPA - LOCAL RE	Continuing	
00105495	Program Manager	00071541	6/10/2019	F		14	0	1	126,434.69	32,367.28	JAO	JA	ARPA - LOCAL RE	Continuing	
00105959	Workforce Development Spec.	00059118	1/11/2016	F		12	4	1	95,476.00	24,441.86	JAO	JA	ARPA - LOCAL RE	Continuing	
TOTAL CASE MANAGEMENT (2030)									197.6	16,130,216.15	4,129,335.33				
00000187	Social Service Representative	00000196	11/18/2002	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing	
00000196	Policy Analyst	00034699	2/20/2007	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing	
00000575	Policy Analyst			V		13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing	
00000623	Special Assistant	00120517	12/20/2021	F		14	5	1	124,091.00	31,767.30	JAO	JA	FEDERAL GRANT	Term	
00000742	Social Service Representative	00083109	9/8/2014	F		11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing	
00000983	Social Service Representative			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
00001178	Social Service Representative	00001205	8/28/2000	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing	
00001228	Supvy Social Services Represent	00004604	6/4/2001	F		12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing	
00001229	INFORMATION TECHNOLOGY SPECIAL			V		12	1	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing	
00001292	Social Service Representative	00016068	3/30/1979	F		11	0	1	86,508.07	22,146.07	JAO	JA	FEDERAL MEDIC	Continuing	
00001364	IT Spec. (Customer Support)	00103543	6/25/2018	F		11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing	
00001484	Social Svcs. Program Manager	00006602	10/26/1998	F		13	0	1	99,513.83	25,475.54	JAO	JA	LOCAL FUNDS	Continuing	
00001764	Social Service Representative	00093139	9/27/2021	F		9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL MEDIC	Continuing	

00001771	Social Svcs. Program Manager	00014745	5/31/1993	F	13	0	1	99,513.83	25,475.54	JAO	JA	LOCAL FUNDS	Continuing
00001807	Social Service Representative	00016028	9/24/1990	F	11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00001827	Social Service Representative	00112443	1/6/2020	F	9	4	1	64,206.00	16,436.74	JAO	JA	LOCAL FUNDS	Continuing
00002043	STAFF ASSISTANT	00002060	12/15/2003	F	11	10	1	84,167.00	21,546.75	JAO	JA	FEDERAL GRANT	Continuing
00002435	TRIAL ATTORNEY			V	14	0	1	128,824.00	32,978.94	JAO	CB	LOCAL FUNDS	Continuing
00002468	Social Service Representative	00119491	9/27/2021	F	9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL GRANT	Continuing
00002676	Investigator	00030305	8/22/2005	F	12	6	1	100,900.00	25,830.40	JAO	JA	FEDERAL GRANT	Continuing
00002899	Social Services Rep (Bilingual			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00002904	Social Service Representative	00083963	11/3/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00002988	Social Service Representative	00029947	7/12/2005	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00003233	TRAINING SPECIALIST	00087243	7/27/2015	F	12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00003354	Social Service Representative	00082906	8/25/2014	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00003361	Supvy Social Services Represen	00032987	8/7/2006	F	12	0	1	86,533.13	22,152.48	JAO	JA	FEDERAL GRANT	Continuing
00003457	Social Svcs. Program Manager	00008203	2/25/2001	F	14	0	1	114,440.89	29,296.87	JAO	JA	FEDERAL MEDIC	Continuing
00003476	Social Service Representative	00106789	1/7/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00003507	Social Service Representative	00069150	7/2/2012	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00003624	Social Service Representative	00084086	11/17/2014	F	9	3	1	62,334.00	15,957.50	JAO	JA	FEDERAL MEDIC	Continuing
00003680	Social Service Representative	00003707	12/30/2002	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00003813	SOCIAL SRVS PGM MGR INFO SYS	00023723	3/21/1993	F	14	0	1	125,883.92	32,226.28	JAO	JA	FEDERAL GRANT	Continuing
00003890	INVESTIGATOR	00003920	6/29/1993	F	12	10	1	111,749.00	28,607.74	JAO	JA	LOCAL FUNDS	Continuing
00003953	Social Svcs. Program Manager	00032970	8/7/2006	F	13	0	1	99,514.04	25,475.59	JAO	JA	LOCAL FUNDS	Continuing
00004001	Social Service Representative	00108229	5/13/2019	F	9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL GRANT	Continuing
00004154	Social Service Representative	00021708	8/11/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00004189	Supvy Social Services Represen			V	12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00004293	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00004393	Social Service Representative	00112951	2/18/2020	F	9	4	1	64,206.00	16,436.74	JAO	JA	FEDERAL GRANT	Continuing
00004559	Social Service Representative	00051984	5/6/2013	F	11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00004870	Social Service Representative	00036240	8/6/2007	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00005014	Social Service Representative	00086330	9/27/2021	F	9	3	1	62,334.00	15,957.50	JAO	JA	FEDERAL MEDIC	Continuing
00005141	Data Analysis Manager			V	14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing
00005324	Social Service Representative	00005386	2/16/1997	F	11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00005468	Supervisory Policy and Program	00108225	5/13/2019	F	14	0	1	136,191.10	34,864.92	JAO	JA	LOCAL FUNDS	Continuing
00005607	Social Services Assistant	00005671	5/7/2002	F	8	10	1	68,540.00	17,546.24	JAO	JA	FEDERAL GRANT	Continuing
00005632	Social Services Rep (Bilingual			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00005715	Social Service Representative	00023628	7/6/1998	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00005900	Program Analyst	00037341	11/13/2007	F	12	5	1	98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing
00005961	Social Service Representative	00112965	2/18/2020	F	9	3	1	62,334.00	15,957.50	JAO	JA	FEDERAL MEDIC	Continuing
00006441	Social Services Rep (Bilingual			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00006489	Social Service Representative	00006568	3/1/1993	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00006509	Social Services Assistant	00025157	2/13/2005	F	8	8	1	65,145.00	16,677.12	JAO	JA	LOCAL FUNDS	Continuing
00006543	Social Service Representative	00040021	9/15/2008	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00006787	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00006801	Social Service Representative	00006884	1/2/2001	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00006868	Social Service Representative	00006948	7/1/2002	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00007289	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00007805	Social Service Representative	00027564	10/5/1992	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00007883	Social Svcs. Program Manager	00011604	1/19/1988	F	13	0	1	99,513.83	25,475.54	JAO	JA	LOCAL FUNDS	Continuing
00007909	Supvy Social Services Represen	00023728	5/6/2002	F	12	0	1	86,533.14	22,152.48	JAO	JA	FEDERAL MEDIC	Continuing
00008009	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL MEDIC	Continuing
00008503	Social Service Representative	00008601	8/28/2000	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00008672	Social Services Assistant	00022521	11/2/1992	F	7	10	1	63,675.00	16,300.80	JAO	JA	FEDERAL MEDIC	Continuing
00008861	Social Services Assistant	00023405	12/4/1989	F	7	10	1	63,675.00	16,300.80	JAO	JA	FEDERAL MEDIC	Continuing
00009077	Social Service Representative	00017445	3/9/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00009123	Social Services Representative	00026381	10/24/1988	F	12	5	1	98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing
00009170	Social Service Representative	00090176	2/8/2016	F	11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00009294	Program Analyst	00121617	3/28/2022	F	12	1	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00009412	HEARING APPEALS EXAMINER	00009515	5/13/1985	F	12	10	1	103,333.00	26,453.25	JAO	JA	FEDERAL GRANT	Continuing
00009511	Social Svcs. Program Manager	00043705	1/21/2009	F	13	0	1	99,513.45	25,475.44	JAO	JA	LOCAL FUNDS	Continuing
00009612	Social Svcs. Program Manager	00107835	4/1/2019	F	13	0	1	99,513.83	25,475.54	JAO	JA	FEDERAL GRANT	Continuing

00024973	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00024982	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL MEDIC	Continuing
00025056	Deputy Administrator			V	15	0	1	152,434.50	39,023.23	JAO	JA	LOCAL FUNDS	Continuing
00025079	Social Service Representative	00083472	9/29/2014	F	11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00025211	Social Services Assistant	00083114	1/25/2016	F	8	4	1	58,355.00	14,938.88	JAO	JA	LOCAL FUNDS	Continuing
00025309	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00025422	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00025442	SUPV SOCIAL SRVS REP			V	12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00025627	Social Service Representative	00034695	2/20/2007	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00025635	Social Service Representative	00120636	1/3/2022	F	9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Term
00025639	Social Service Representative	00031493	2/18/2020	F	9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Continuing
00025750	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing
00025773	Management Analyst	00087158	7/27/2015	F	12	7	1	103,612.00	26,524.67	JAO	JA	FEDERAL GRANT	Continuing
00025882	Social Services Rep (Bilingual)	00026043	9/14/1984	F	11	8	1	84,361.00	21,596.42	JAO	JA	LOCAL FUNDS	Continuing
00025957	Social Service Representative	00087673	8/10/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00025966	Social Services Assistant	00026126	12/28/1992	F	8	10	1	68,540.00	17,546.24	JAO	JA	LOCAL FUNDS	Continuing
00026056	Supvy Social Services Represen	00026217	10/23/1989	F	12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00026128	Supvy Social Services Represen	00026294	1/5/1987	F	12	0	1	89,120.34	22,814.81	JAO	JA	FEDERAL MEDIC	Continuing
00026195	Social Service Representative	00032828	7/24/2006	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00026212	Social Services Assistant	00026383	10/9/1990	F	8	10	1	68,540.00	17,546.24	JAO	JA	FEDERAL MEDIC	Continuing
00026242	IT Spec (Application Software)	00026415	4/26/1999	F	13	10	1	129,671.00	33,195.78	JAO	JA	FEDERAL GRANT	Continuing
00026279	Social Service Representative	00119487	9/27/2021	F	9	3	1	62,334.00	15,957.50	JAO	JA	FEDERAL GRANT	Continuing
00026303	Social Services Assistant	00026480	1/13/1992	F	8	10	1	68,540.00	17,546.24	JAO	JA	LOCAL FUNDS	Continuing
00026374	Social Svcs. Program Manager	00087153	7/27/2015	F	13	0	1	99,513.95	25,475.57	JAO	JA	LOCAL FUNDS	Continuing
00026484	Social Service Representative	00033121	9/5/2006	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL MEDIC	Continuing
00026490	Supvy Social Services Represen	00030873	10/17/2005	F	12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00026611	Services Management Specialist	00018748	3/12/1990	F	12	7	1	103,612.00	26,524.67	JAO	JA	FEDERAL GRANT	Continuing
00026642	Social Service Representative	00026818	11/12/1997	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00026724	Social Service Representative	00023478	5/19/2014	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00026725	TRAINING SPECIALIST	00093564	9/19/2016	F	12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00026779	Social Service Representative	00026953	6/11/1993	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00026980	Social Service Representative	00120639	1/3/2022	F	9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL MEDIC	Term
00027007	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL MEDIC	Continuing
00027109	Social Services Assistant	00027286	8/14/2000	F	8	8	1	65,145.00	16,677.12	JAO	JA	LOCAL FUNDS	Continuing
00027178	Social Service Representative	00027356	6/7/1993	F	11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL MEDIC	Continuing
00027274	Social Service Representative	00027452	8/28/2000	F	11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL MEDIC	Continuing
00027308	Social Service Representative	00119534	9/27/2021	F	9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL MEDIC	Continuing
00027393	Supvy Social Services Represen	00088637	9/21/2015	F	12	0	1	86,533.20	22,152.50	JAO	JA	LOCAL FUNDS	Continuing
00027423	Social Services Assistant	00027597	10/5/1992	F	8	10	1	68,540.00	17,546.24	JAO	JA	LOCAL FUNDS	Continuing
00027532	Assistant Deputy Administrator	00022179	4/9/2001	F	14	0	1	125,885.00	32,226.56	JAO	JA	FEDERAL MEDIC	Continuing
00027548	Supvy Social Services Represen	00032478	5/30/2006	F	12	0	1	86,533.06	22,152.46	JAO	JA	LOCAL FUNDS	Continuing
00027654	Social Svcs. Program Manager	00019071	1/27/1992	F	14	0	1	114,441.11	29,296.92	JAO	JA	FEDERAL MEDIC	Continuing
00030489	SOCIAL SERVICE PGM MGR			V	14	0	1	137,328.50	35,156.10	JAO	JA	FEDERAL GRANT	Continuing
00030491	SUPVY HEARING & APPEALS EXAM			V	13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing
00030494	Supvy Social Services Represen			V	12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00030495	PROGRAM ANALYST	00026004	3/17/1997	F	12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00030496	Data Scientist	00115370	9/14/2020	F	13	5	1	105,001.00	26,880.26	JAO	JA	LOCAL FUNDS	Continuing
00030500	INVESTIGATOR	00003491	11/4/2002	F	12	10	1	111,749.00	28,607.74	JAO	JA	LOCAL FUNDS	Continuing
00030503	INVESTIGATOR	00110957	9/30/2019	F	12	4	1	95,476.00	24,441.86	JAO	JA	FEDERAL GRANT	Continuing
00030506	Social Svcs. Program Manager	00014711	8/1/1994	F	13	0	1	99,697.55	25,522.57	JAO	JA	LOCAL FUNDS	Continuing
00030511	Supvy Social Services Represen	00018512	7/6/1995	F	12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00030512	Supvy Social Services Represen	00078636	10/21/2013	F	12	0	1	86,533.06	22,152.46	JAO	JA	LOCAL FUNDS	Continuing
00030514	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00030520	Social Service Representative	00034700	2/20/2007	F	11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00030521	Social Service Representative	00028549	3/7/2005	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00030522	Social Service Representative	00086891	7/13/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00030524	Social Services Assistant	00032767	7/10/2006	F	8	7	1	63,448.00	16,242.69	JAO	JA	FEDERAL GRANT	Continuing
00030533	TRAINING SPECIALIST	00032532	6/12/2006	F	12	10	1	111,749.00	28,607.74	JAO	JA	FEDERAL GRANT	Continuing
00030538	Social Svcs. Program Manager	00031192	11/14/2005	F	13	0	1	99,513.45	25,475.44	JAO	JA	LOCAL FUNDS	Continuing

00030539	Social Services Assistant	00014620	2/13/2005	F	8	9	1	66,842.00	17,111.55	JAO	JA	FEDERAL GRANT	Continuing
00030543	Human Resources Specialist	00102010	1/17/2023	F	12	3	1	85,794.00	21,963.26	JAO	JA	LOCAL FUNDS	Continuing
00030544	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL MEDIC	Continuing
00030547	Social Svcs. Program Manager	00020993	6/1/1992	F	13	0	1	99,513.83	25,475.54	JAO	JA	LOCAL FUNDS	Continuing
00030548	Social Service Representative	00021680	6/25/1997	F	11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00030550	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00030551	Social Service Representative	00056972	8/5/2018	F	9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL MEDIC	Term
00030553	Program Analyst	00001671	4/19/2004	F	12	7	1	103,612.00	26,524.67	JAO	JA	LOCAL FUNDS	Continuing
00030555	Supvy Social Services Represen	00032637	6/26/2006	F	12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00030556	Program Support Assistant	00029772	6/27/2005	F	8	9	1	66,842.00	17,111.55	JAO	JA	LOCAL FUNDS	Continuing
00030558	Social Service Representative	00083292	9/22/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00030562	Social Service Representative	00018417	1/7/2019	F	11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Continuing
00030564	Social Service Representative	00023645	6/1/2007	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00030565	Program Manager	00009221	11/23/1977	F	14	0	1	132,928.71	34,029.75	JAO	JA	LOCAL FUNDS	Continuing
00030566	Supvy Social Services Represen	00034093	11/27/2006	F	12	0	1	86,533.14	22,152.48	JAO	JA	FEDERAL GRANT	Continuing
00030567	Supvy Social Services Represen	00014718	9/14/1998	F	12	0	1	86,533.14	22,152.48	JAO	JA	FEDERAL GRANT	Continuing
00030568	Social Service Representative	00107627	3/4/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00030569	Supvy Social Services Represen	00021743	10/7/2002	F	12	0	1	86,533.06	22,152.46	JAO	JA	LOCAL FUNDS	Continuing
00030570	Social Service Representative	00026454	8/1/1994	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00030571	Social Service Representative	00028858	4/18/2005	F	11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00030572	Services Management Specialist	00004335	10/14/1986	F	12	7	1	103,612.00	26,524.67	JAO	JA	FEDERAL GRANT	Continuing
00030574	Social Service Representative	00030199	8/8/2005	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00030577	Strategic Planning Officer	00011915	10/31/1994	F	13	0	1	138,787.86	35,529.69	JAO	JA	FEDERAL GRANT	Continuing
00030579	STAFF ASSISTANT	00022940	12/10/1984	F	11	8	1	79,971.00	20,472.58	JAO	JA	FEDERAL GRANT	Continuing
00030719	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00030721	Social Services Rep (Bilingual			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00030722	Social Service Representative	00028859	4/18/2005	F	11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00030723	Social Service Representative	00036535	9/4/2007	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00030727	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00030730	Social Service Representative	00113062	2/18/2020	F	9	4	1	64,206.00	16,436.74	JAO	JA	LOCAL FUNDS	Continuing
00030731	Social Service Representative	00028561	3/7/2005	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00030736	Social Service Representative	00040004	6/29/2009	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00030739	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00030741	Social Service Representative	00090175	2/8/2016	F	9	4	1	64,206.00	16,436.74	JAO	JA	FEDERAL GRANT	Continuing
00030742	Social Svcs. Program Manager	00006518	4/25/1994	F	13	0	1	99,775.63	25,542.56	JAO	JA	LOCAL FUNDS	Continuing
00033426	Prgm & Policy Anal (Strat Plan	00080944	5/19/2014	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00033603	Social Service Representative	00021466	11/1/2004	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00034482	Program Analyst	00016392	8/10/1992	F	12	5	1	98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing
00034494	MOTOR VEHICLE OPERATOR	00093061	9/6/2016	F	6	9	1	62,337.60	15,958.43	JAO	JA	FEDERAL GRANT	Continuing
00034550	Supvy Social Services Represen			V	12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00036182	Social Services Assistant	00021243	12/15/1989	F	8	10	1	68,540.00	17,546.24	JAO	JA	LOCAL FUNDS	Continuing
00037858	Program Analyst	00004805	4/14/1993	F	12	10	1	111,749.00	28,607.74	JAO	JA	FEDERAL GRANT	Continuing
00039974	Data Scientist	00106124	10/29/2018	F	12	6	1	93,311.00	23,887.62	JAO	JA	LOCAL FUNDS	Continuing
00040285	Multicultural Affairs Coordina	00032770	7/10/2006	F	12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00040291	Social Service Representative	00033052	8/21/2006	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00040292	Social Services Rep (Bilingual			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00040514	Supvy Social Services Represen	00017039	1/9/2002	F	12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00040843	Social Services Rep (Bilingual			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00040867	Supvy Social Services Represen			V	12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00040868	Supvy Social Services Represen	00015091	11/4/2002	F	12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00040869	Supvy Social Services Represen	00004505	8/30/1999	F	12	0	1	87,656.98	22,440.19	JAO	JA	LOCAL FUNDS	Continuing
00040872	Social Service Representative	00036228	8/6/2007	F	11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00040873	Social Service Representative	00027839	8/22/1994	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00040875	Program Manager	00101290	12/11/2017	F	14	0	1	132,928.71	34,029.75	JAO	JA	LOCAL FUNDS	Continuing
00040877	Social Service Representative	00084081	11/17/2014	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00040878	Social Service Representative	00064853	2/18/2020	F	9	5	1	66,078.00	16,915.97	JAO	JA	LOCAL FUNDS	Continuing
00040879	Social Service Representative	00009631	6/30/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00041069	Data Analysis Manager	00012949	1/27/2003	F	14	0	1	148,326.03	37,971.46	JAO	JA	LOCAL FUNDS	Continuing
00041169	Social Service Representative	00026198	8/11/1987	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing

00085169	Social Services Rep. (Biling.)	00056811	11/3/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00085170	Social Services Rep. (Biling.)	00083426	9/22/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL GRANT	Continuing
00085380	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL GRANT	Continuing
00085381	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL GRANT	Continuing
00085382	Supvy Social Services Represen	00034090	11/27/2006	F	12	0	1	86,533.13	22,152.48	JAO	JA	FEDERAL GRANT	Continuing
00085383	Social Services Assistant	00101786	2/5/2018	F	8	4	1	58,355.00	14,938.88	JAO	JA	FEDERAL GRANT	Continuing
00085384	Social Services Assistant	00103596	6/25/2018	F	8	4	1	58,355.00	14,938.88	JAO	JA	FEDERAL GRANT	Continuing
00085974	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00085975	Social Service Representative	00015871	7/13/2015	F	11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00085976	Social Service Representative	00010126	4/1/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00085981	Social Service Representative	00031307	6/15/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00085988	Supvy Social Services Represen	00004109	1/16/2001	F	12	0	1	86,533.51	22,152.58	JAO	JA	LOCAL FUNDS	Continuing
00085989	Supvy Social Services Represen	00037641	1/7/2008	F	12	0	1	86,533.14	22,152.48	JAO	JA	FEDERAL GRANT	Continuing
00085993	Social Service Representative	00086324	6/15/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086005	Social Service Representative	00072724	6/16/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086009	Social Service Representative	00086352	6/15/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086010	Social Service Representative	00027595	6/1/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086011	Social Service Representative	00011986	6/29/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086012	Social Service Representative	00102285	3/19/2018	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00086014	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00086015	Social Services Assistant	00063275	6/1/2015	F	8	4	1	58,355.00	14,938.88	JAO	JA	LOCAL FUNDS	Continuing
00086017	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing
00086023	Social Services Assistant	00086156	6/1/2015	F	8	4	1	58,355.00	14,938.88	JAO	JA	LOCAL FUNDS	Continuing
00086025	Social Services Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing
00086027	Social Services Assistant	00086113	6/1/2015	F	8	4	1	58,355.00	14,938.88	JAO	JA	LOCAL FUNDS	Continuing
00086030	Program Support Assistant	00089021	10/19/2015	F	7	5	1	55,244.00	14,142.46	JAO	JA	FEDERAL GRANT	Continuing
00086031	Social Services Rep. (Biling.)			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00086032	Social Svcs. Program Manager	00034089	11/27/2006	F	13	0	1	99,513.45	25,475.44	JAO	JA	LOCAL FUNDS	Continuing
00086033	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00086036	Social Service Representative	00090268	2/22/2016	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00086037	Social Services Rep. (Biling.)	00086136	6/1/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086039	Social Service Representative	00120637	1/3/2022	F	9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00086041	Supvy Social Services Represen	00017446	7/10/1995	F	12	0	1	86,533.06	22,152.46	JAO	JA	LOCAL FUNDS	Continuing
00086042	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00086043	Social Service Representative	00095103	11/14/2016	F	11	2	1	72,860.08	18,652.18	JAO	JA	LOCAL FUNDS	Continuing
00086044	Social Service Representative	00086884	7/13/2015	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00086046	Social Svcs. Program Manager	00010356	6/2/2003	F	13	0	1	99,513.45	25,475.44	JAO	JA	LOCAL FUNDS	Continuing
00086048	Social Service Representative	00086099	6/1/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00086050	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00086055	Social Service Representative	00042432	2/18/2020	F	9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Continuing
00086056	Social Service Representative	00087118	7/27/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00086057	Social Service Representative	00017802	7/27/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00086058	Supvy Social Services Represen	00087152	7/27/2015	F	12	0	1	86,533.06	22,152.46	JAO	JA	LOCAL FUNDS	Continuing
00086236	Social Service Representative	00087244	7/27/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00086237	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00086238	Social Service Representative	00007096	1/29/2001	F	11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00086239	Social Service Representative	00087242	7/27/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00086240	Social Service Representative	00078570	10/7/2013	F	11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00086241	Program Analyst	00029403	4/17/2007	F	12	4	1	95,476.00	24,441.86	JAO	JA	FEDERAL GRANT	Continuing
00086242	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00086243	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00086244	Supvy Social Services Represen	00072190	5/6/2013	F	12	0	1	86,533.14	22,152.48	JAO	JA	FEDERAL GRANT	Continuing
00086319	Social Service Representative	00093554	9/19/2016	F	11	4	1	77,397.00	19,813.63	JAO	JA	FEDERAL MEDIC	Continuing
00086321	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00086322	Social Service Representative	00090267	2/22/2016	F	11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00086325	Social Service Representative	00089896	1/11/2016	F	11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00086327	Social Services Rep (Bilingual)			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00088111	IT Project Manager	00002726	8/25/2003	F	15	0	1	155,250.00	39,744.00	JAO	JA	LOCAL FUNDS	Continuing
00090798	Social Service Representative	00112912	2/18/2020	F	9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Continuing

00090799	Social Service Representative	00035153	4/2/2007	F	9	6	1	67,949.00	17,394.94	JAO	JA	LOCAL FUNDS	Continuing
00090800	Social Service Representative	00014761	4/29/2002	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00090802	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00090803	Social Services Rep. (Biling.)	00011129	10/17/2016	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00090804	Social Service Representative	00108921	6/24/2019	F	9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00090805	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00090806	Social Services Rep (Bilingual)	00105441	9/17/2018	F	9	5	1	66,078.00	16,915.97	JAO	JA	FEDERAL GRANT	Continuing
00090831	Social Service Representative	00067241	12/28/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00090833	Supvy Social Services Represen			V	12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00090834	Social Service Representative			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00090835	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00090836	Social Service Representative	00072490	6/3/2013	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00090837	Social Services Rep (Bilingual)	00105442	9/17/2018	F	9	5	1	66,078.00	16,915.97	JAO	JA	LOCAL FUNDS	Continuing
00090838	Social Service Representative	00017629	8/31/1998	F	9	9	1	73,564.00	18,832.38	JAO	JA	FEDERAL GRANT	Continuing
00090839	Social Service Representative	00014716	5/19/2014	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00090840	Management Analyst	00030331	4/27/2020	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00093439	Supvy Social Services Represen	00033118	9/5/2006	F	12	0	1	90,857.24	23,259.45	JAO	JA	LOCAL FUNDS	Continuing
00093440	Social Services Rep. (Biling.)	00086329	6/15/2015	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00093441	Social Services Rep. (Biling.)	00093420	9/19/2016	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00095340	Program Analyst	00003837	11/26/2018	F	12	10	1	55,874.50	14,303.87	JAO	JA	LOCAL FUNDS	Term
00095341	Data Scientist	00115856	11/23/2020	F	13	7	1	110,967.00	28,407.55	JAO	JA	FEDERAL GRANT	Continuing
00096737	Social Service Representative	00061854	1/7/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096738	Social Service Representative	00112960	2/18/2020	F	9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Continuing
00096739	Social Service Representative	00004238	1/22/2019	F	9	6	1	67,949.00	17,394.94	JAO	JA	LOCAL FUNDS	Continuing
00096741	Training Specialist	00032991	8/6/2006	F	13	3	1	107,084.00	27,413.50	JAO	JA	LOCAL FUNDS	Continuing
00096742	Social Service Representative	00107329	2/4/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096743	Social Service Representative	00018828	8/25/2014	F	11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Continuing
00096744	Social Service Representative	00080584	4/21/2014	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096745	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00096746	Social Service Representative	00106786	1/7/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096747	Social Service Representative	00107328	2/4/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096748	Social Service Representative	00085700	4/1/2019	F	9	4	1	64,206.00	16,436.74	JAO	JA	LOCAL FUNDS	Continuing
00096749	Social Service Representative	00119529	9/27/2021	F	9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Continuing
00096750	Social Service Representative	00014966	9/23/2013	F	11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Continuing
00096751	Social Service Representative	00039165	9/28/2009	F	9	10	1	75,436.00	19,311.62	JAO	JA	LOCAL FUNDS	Continuing
00096752	Social Services Rep. (Biling.)	00107629	3/4/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096753	Social Services Rep. (Biling.)	00107626	3/4/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096754	Social Svcs. Program Manager	00083298	9/22/2014	F	15	0	1	170,510.19	43,650.61	JAO	JA	LOCAL FUNDS	Continuing
00096755	Social Service Representative	00107737	3/18/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096756	Social Service Representative	00021849	9/10/2001	F	9	10	1	75,436.00	19,311.62	JAO	JA	LOCAL FUNDS	Continuing
00096757	Social Services Rep. (Biling.)			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00096758	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00096759	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00096760	Social Services Rep. (Biling.)	00107597	3/4/2019	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096761	Social Services Rep (Bilingual)			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105721	Management & Program Analyst	00113910	8/29/2022	F	13	2	1	96,052.00	24,589.31	JAO	JA	FEDERAL GRANT	Term
00105724	Human Resources Specialist	00086480	9/16/2016	F	12	3	1	85,794.00	21,963.26	JAO	JA	LOCAL FUNDS	Continuing
00105725	Human Resources Specialist	00121138	2/14/2022	F	12	1	1	80,784.00	20,680.70	JAO	JA	LOCAL FUNDS	Temp
00105726	Human Resources Specialist			V	11	0	1	65,285.00	16,712.96	JAO	JA	LOCAL FUNDS	Continuing
00105730	Social Service Representative	00123360	7/18/2022	F	9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105731	Social Service Representative	00121316	2/28/2022	F	9	3	1	62,334.00	15,957.50	JAO	JA	FEDERAL GRANT	Term
00105732	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105733	Social Service Representative	00122313	5/23/2022	F	9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105734	Social Service Assistant			V	7	0	1	48,500.00	12,416.00	JAO	JA	LOCAL FUNDS	Continuing
00105735	Social Service Representative	00121317	2/28/2022	F	9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105736	Social Service Representative	00122798	6/21/2022	F	9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105737	Social Service Representative	00030092	6/21/2022	F	9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105739	Social Service Representative			V	9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105740	Social Service Representative	00019503	2/13/2005	F	9	5	1	66,078.00	16,915.97	JAO	JA	FEDERAL GRANT	Term

00105741	Social Service Representative	00099851	9/18/2017	F		9	3	1	62,334.00	15,957.50	JAO	JA	LOCAL FUNDS	Term
00105743	Social Service Representative	00121314	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105744	Social Service Representative	00036681	11/13/2018	F		9	3	1	62,334.00	15,957.50	JAO	JA	FEDERAL MEDIC	Term
00105745	Social Service Representative	00100935	11/13/2017	F		9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105746	Social Service Representative	00121322	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105749	Social Service Representative	00122308	5/23/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105751	Social Service Representative	00063284	5/23/2022	F		9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105754	Social Service Representative	00022799	9/25/2000	F		9	5	1	66,078.00	16,915.97	JAO	JA	FEDERAL MEDIC	Term
00105756	Social Service Representative	00122822	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105757	Social Service Representative	00090576	8/14/2016	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105758	Social Service Representative	00122314	5/23/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL MEDIC	Continuing
00105759	Social Service Representative	00122309	5/23/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105760	Social Service Representative	00095817	1/9/2017	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105761	Social Service Representative	00122311	5/23/2022	F		9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL MEDIC	Term
00105762	Social Service Representative	00123367	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105763	Social Service Representative	00122310	5/23/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105764	Social Service Representative	00120153	11/22/2021	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL MEDIC	Term
00105765	Social Service Representative	00122819	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105766	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105767	Social Service Representative	00068035	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105768	Social Service Representative	00122821	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105769	Social Service Representative	00122817	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105770	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105771	Social Service Representative	00094407	12/10/2018	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105772	Social Service Representative	00123372	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105773	Social Service Representative	00122810	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105774	Social Service Representative	00123351	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105775	Social Service Representative	00109046	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105776	Social Service Representative	00079892	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105777	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105778	Social Service Representative	00122312	5/23/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105779	Social Service Representative	00121318	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105780	Social Service Representative	00086198	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105781	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105782	Social Service Representative	00093145	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105783	Social Service Representative	00104790	6/21/2021	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105784	Social Service Representative	00108926	6/24/2019	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105785	Social Service Representative	00123365	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105786	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105787	Social Service Representative	00114003	11/8/2021	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105788	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105789	Social Service Representative	00088904	10/5/2015	F		9	8	1	71,693.00	18,353.41	JAO	JA	FEDERAL GRANT	Term
00105790	Social Service Representative	00089553	6/21/2022	F		9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL GRANT	Term
00105791	Social Service Representative	00086868	7/13/2015	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105792	Social Service Representative	00079982	10/25/2021	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105793	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Continuing
00105794	Program Analyst	00123362	7/18/2022	F		12	1	1	87,339.00	22,358.78	JAO	JA	FEDERAL MEDIC	Term
00105795	Supvy Social Services Represen	00093538	9/19/2016	F		12	0	1	86,533.00	22,152.45	JAO	JA	FEDERAL MEDIC	Term
00105796	Supvy Social Services Represen			V		12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00105799	Social Service Representative	00086128	6/1/2015	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105800	Social Service Representative	00079294	12/16/2013	F		9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105801	Social Service Representative	00122800	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105802	Social Service Representative	00122806	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105803	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105804	Social Service Representative	00111640	10/28/2019	F		9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105805	Social Service Representative	00123363	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105806	Social Service Representative	00123371	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105807	Social Service Representative	00123361	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105808	Social Service Representative	00122307	5/23/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term

00105809	Social Service Representative	00113853	6/1/2020	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105810	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105811	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105812	Social Service Representative	00123370	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105813	Social Service Representative	00122816	6/21/2022	F		9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105814	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105815	Social Service Representative	00096137	6/21/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105816	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105817	Social Service Representative	00098041	6/26/2017	F		9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105818	Social Service Representative	00121315	2/28/2022	F		9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL GRANT	Term
00105819	IT Project Manager			V		15	0	1	152,434.50	39,023.23	JAO	JA	LOCAL FUNDS	Continuing
00105820	Social Service Representative	00089591	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	FEDERAL GRANT	Term
00105821	Training Specialist			V		13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00105822	Training Specialist			V		13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00105823	Program Support Specialist			V		11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00105824	Social Svcs. Program Manager			V		13	0	1	119,416.00	30,570.50	JAO	JA	FEDERAL MEDIC	Continuing
00105825	Program Manager			V		14	0	1	137,328.50	35,156.10	JAO	JA	FEDERAL GRANT	Continuing
00105826	Program Manager			V		14	0	1	137,328.50	35,156.10	JAO	JA	FEDERAL GRANT	Continuing
00105827	Special Assistant	00010418	8/29/2022	F		14	10	1	141,707.00	36,276.99	JAO	JA	LOCAL FUNDS	Temp
00105828	Social Service Representative	00121320	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105829	Supvy Social Services Represen			V		12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00105830	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105831	Social Service Representative	00100631	2/28/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105832	Social Service Representative	00087761	8/10/2015	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105833	Supvy Social Services Represen	00063478	3/23/2015	F		12	0	1	88,946.03	22,770.18	JAO	JA	LOCAL FUNDS	Continuing
00105834	Social Service Representative	00123369	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Term
00105835	Supvy Social Services Represen	00032231	5/1/2006	F		12	0	1	91,478.62	23,418.53	JAO	JA	LOCAL FUNDS	Continuing
00105836	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105837	Social Service Representative	00123366	7/18/2022	F		9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105838	Supvy Social Services Represen	00030349	12/19/2011	F		12	0	1	88,946.03	22,770.18	JAO	JA	LOCAL FUNDS	Continuing
00105839	Supvy Social Services Represen	00086890	7/13/2015	F		12	0	1	86,533.20	22,152.50	JAO	JA	LOCAL FUNDS	Continuing
00105840	Supvy Social Services Represen	00105251	9/4/2018	F		12	0	1	86,533.20	22,152.50	JAO	JA	LOCAL FUNDS	Continuing
00105841	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00105842	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00105843	Supvy Social Services Represen	00086204	6/1/2015	F		12	0	1	86,533.00	22,152.45	JAO	JA	LOCAL FUNDS	Term
00105844	Supvy Social Services Represen	00084053	11/17/2014	F		12	0	1	86,533.20	22,152.50	JAO	JA	LOCAL FUNDS	Continuing
00105845	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00105846	Management Analyst	00028536	9/26/2022	F		12	4	1	95,476.00	24,441.86	JAO	JA	FEDERAL GRANT	Term
00105847	Social Service Representative			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00105849	Supvy Social Services Represen	00086112	6/1/2015	F		12	0	1	86,533.00	22,152.45	JAO	JA	FEDERAL GRANT	Term
00105850	Supvy Social Services Represen	00037488	12/10/2007	F		12	0	1	86,533.00	22,152.45	JAO	JA	FEDERAL GRANT	Term
00105851	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	LOCAL FUNDS	Continuing
00105852	Management & Program Analyst	00113785	9/12/2022	F		13	1	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Term
00105856	Program Analyst			V		13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00105857	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	FEDERAL GRANT	Continuing
00105858	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	FEDERAL GRANT	Continuing
00105859	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	FEDERAL GRANT	Continuing
00105860	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	FEDERAL GRANT	Continuing
00105861	Social Service Assistant			V		7	0	1	48,500.00	12,416.00	JAO	JA	FEDERAL GRANT	Continuing
00109071	Human Resources Specialist			V		11	0	1	65,285.00	16,712.96	JAO	JA	LOCAL FUNDS	Continuing
TOTAL ELIGIBILITY DETERMINATION (2040)								653	51,790,037.15	13,258,249.51				
00000624	Program Analyst	00079033	11/18/2013	F		12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00000643	Supervisory Program Analyst			V		12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00000685	Supervisory Program Analyst			V		13	0	1	119,416.00	30,570.50	JAO	JA	FEDERAL GRANT	Continuing
00000984	Supervisory Program Analyst			V		13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing
00001821	Program Manager	00023588	11/2/2015	F		13	0	1	99,513.00	25,475.33	JAO	JA	FEDERAL GRANT	Continuing
00003966	Supervisory Program Monitor			V		14	0	1	137,328.50	35,156.10	JAO	JA	FEDERAL GRANT	Continuing
00003999	Program Analyst	00078926	11/4/2013	F		12	4	1	95,476.00	24,441.86	JAO	JA	FEDERAL GRANT	Continuing

2055

00004228	Program Analyst	00032471	6/30/2007	F	12	6	1	100,900.00	25,830.40	JAO	JA	FEDERAL GRANT	Continuing
00005072	QA & ANALYSIS OFFICER			V	14	0	1	137,328.50	35,156.10	JAO	JA	FEDERAL GRANT	Continuing
00007638	Program Analyst	00029944	7/11/2005	F	12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00008766	Program Analyst	00032807	9/1/2009	F	12	3	1	92,764.00	23,747.58	JAO	JA	FEDERAL GRANT	Continuing
00009604	Program Analyst	00030197	8/8/2005	F	12	6	1	100,900.00	25,830.40	JAO	JA	FEDERAL GRANT	Continuing
00010207	Supervisory Program Analyst			V	12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00010427	Supervisory Program Analyst	00034054	11/27/2006	F	12	0	1	96,543.68	24,715.18	JAO	JA	FEDERAL GRANT	Continuing
00011030	Qual Assurance & Analysis Ofcr	00031191	11/14/2005	F	14	0	1	127,115.17	32,541.48	JAO	JA	LOCAL FUNDS	Continuing
00011348	Program Analyst	00011454	6/14/1982	F	12	10	1	111,749.00	28,607.74	JAO	JA	FEDERAL GRANT	Continuing
00015510	Program Analyst	00123137	7/5/2022	F	11	1	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00015912	Program Analyst	00022300	2/13/2005	F	12	9	1	109,036.00	27,913.22	JAO	JA	FEDERAL GRANT	Continuing
00016379	Program Analyst	00103844	7/9/2018	F	11	3	1	75,128.00	19,232.77	JAO	JA	FEDERAL GRANT	Continuing
00017463	Program Analyst	00017593	10/26/1987	F	12	5	1	98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing
00019107	Program Analyst	00080756	5/5/2014	F	12	2	1	90,051.00	23,053.06	JAO	JA	FEDERAL GRANT	Continuing
00022265	Program Analyst	00022419	12/28/1982	F	12	10	1	111,749.00	28,607.74	JAO	JA	FEDERAL GRANT	Continuing
00023334	Supvy. Management Analyst	00031922	2/21/2006	F	13	0	1	105,656.74	27,048.13	JAO	JA	LOCAL FUNDS	Continuing
00025160	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00025585	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00026717	SUPVY PGM ANALYST	00067988	3/12/2012	F	12	0	1	86,533.06	22,152.46	JAO	JA	FEDERAL GRANT	Continuing
00026768	Program Support Assistant			V	8	0	1	53,263.00	13,635.33	JAO	JA	FEDERAL GRANT	Continuing
00030501	Program Analyst	00116323	2/1/2021	F	11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00030581	Program Analyst	00000642	12/31/2001	F	12	5	1	98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing
00040876	Program Analyst	00080748	5/5/2014	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00074866	Social Service Representative	00086187	12/28/2015	F	9	2	1	60,463.00	15,478.53	JAO	JA	FEDERAL GRANT	Continuing
00077184	Training Specialist	00093719	10/3/2016	F	13	2	1	103,857.00	26,587.39	JAO	JA	LOCAL FUNDS	Continuing
00077200	Program Analyst	00111853	11/12/2019	F	11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing
00078059	Program Manager			V	14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing
00078062	Program Analyst	00028714	3/21/2005	F	12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
00085168	Program Analyst	00083295	9/22/2014	F	12	4	1	95,476.00	24,441.86	JAO	JA	FEDERAL GRANT	Continuing
00086070	Program Analyst	00090178	2/8/2016	F	11	7	1	84,202.00	21,555.71	JAO	JA	FEDERAL GRANT	Continuing
00086071	Program Analyst	00078550	10/7/2013	F	11	8	1	86,470.00	22,136.32	JAO	JA	FEDERAL GRANT	Continuing
00086326	Program Analyst	00022653	1/29/2001	F	12	5	1	98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing
00086348	Program Analyst	00080924	5/19/2014	F	12	2	1	90,051.00	23,053.06	JAO	JA	FEDERAL GRANT	Continuing
00086349	Program Analyst	00086629	6/29/2015	F	12	3	1	92,764.00	23,747.58	JAO	JA	FEDERAL GRANT	Continuing
00086350	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00095326	Management Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00095338	Program Analyst			V	11	0	1	70,592.00	18,071.55	JAO	JA	FEDERAL GRANT	Continuing
00100201	Data Scientist			V	13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00100208	Program Analyst	00086655	6/29/2015	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00100209	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00100210	Program Analyst	00086332	6/15/2015	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00100211	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00100212	Program Analyst	00083307	9/22/2014	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00100213	Program Analyst	00083304	9/22/2014	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00100329	Management & Program Analyst	00093395	9/19/2016	F	13	5	1	105,001.00	26,880.26	JAO	JA	LOCAL FUNDS	Continuing
00100330	Training Specialist	00033066	8/21/2006	F	13	4	1	102,018.00	26,116.61	JAO	JA	LOCAL FUNDS	Continuing
00105853	Program Analyst			V	13	0	1	93,069.00	23,825.66	JAO	JA	FEDERAL GRANT	Continuing
00105854	Program Analyst			V	13	0	1	93,069.00	23,825.66	JAO	JA	FEDERAL GRANT	Continuing
00105855	Policy Analyst			V	13	0	1	93,069.00	23,825.66	JAO	JA	FEDERAL GRANT	Continuing
TOTAL MONITORING & QUALITY ASSURANCE (2055)								56	5,356,021.15	1,371,141.41			
FAMILY SERVICES ADMINISTRATION (5000)													
00001848	Case Manager	00114098	7/6/2020	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00013023	Management & Program Analyst			V	13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00020371	Social Worker	00125691	10/11/2022	F	11	1	1	77,394.00	19,812.86	JAO	JA	FEDERAL GRANT	Continuing
00030552	Program Manager			V	14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing
00030773	Program Analyst	00018011	4/11/2022	F	12	3	1	92,763.53	23,747.46	JAO	JA	LOCAL FUNDS	Continuing
00035672	Social Worker	00106121	10/31/2018	F	11	5	1	86,467.00	22,135.55	JAO	JA	LOCAL FUNDS	Continuing

00093421	Social Worker			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
00093422	Special Assistant	00126506	11/21/2022	F		13	4	1	102,018.00	26,116.61	JAO	JA	LOCAL FUNDS	Continuing	
00093423	Case Manager	00084656	5/28/2019	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing	
00093424	IT Specialist (System Analysis)	00116442	2/16/2021	F		13	3	1	107,084.00	27,413.50	JAO	JA	LOCAL FUNDS	Continuing	
00093425	Program Analyst	00103292	6/11/2018	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing	
00093426	Case Manager	00078615	6/11/2018	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing	
00093427	Social Worker			V		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing	
00093428	SUPERVISORY SOCIAL WORKER	00111166	10/15/2019	F		13	0	1	110,893.57	28,388.75	JAO	JA	LOCAL FUNDS	Continuing	
00093429	Case Manager	00116733	3/29/2021	F		11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Continuing	
00093430	Social Worker	00089974	2/8/2016	F		12	7	1	103,612.00	26,524.67	JAO	JA	LOCAL FUNDS	Continuing	
00093431	Case Manager	00101824	2/5/2018	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing	
00093437	SUPERVISORY SOCIAL WORKER	00072481	1/22/2018	F		13	0	1	110,990.00	28,413.44	JAO	JA	LOCAL FUNDS	Continuing	
00093438	Program Analyst	00123572	8/1/2022	F		12	2	1	90,051.00	23,053.06	JAO	JA	LOCAL FUNDS	Continuing	
00093442	Supervisory Case Manager	00105631	10/1/2018	F		12	0	1	92,000.00	23,552.00	JAO	JA	LOCAL FUNDS	Continuing	
00093443	Program Analyst	00063461	9/23/2010	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing	
00093452	Special Assistant			V		14	0	1	109,999.00	28,159.74	JAO	JA	LOCAL FUNDS	Continuing	
00095814	Case Manager	00091547	6/27/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing	
00095815	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
00095818	Social Worker	00026987	6/29/2015	F		11	10	1	97,809.00	25,039.10	JAO	JA	LOCAL FUNDS	Continuing	
00095824	Supvy. Management Analyst			V		13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing	
00096867	Program Analyst	00096013	5/13/2019	F		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing	
00096868	Program Manager	00088967	10/5/2015	F		14	0	1	117,562.38	30,095.97	JAO	JA	LOCAL FUNDS	Continuing	
00096869	Program Support Assistant	00107672	3/18/2019	F		7	3	1	51,872.00	13,279.23	JAO	JA	LOCAL FUNDS	Continuing	
00096870	Program Support Assistant			V		8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing	
00096871	SUPERVISORY SOCIAL WORKER			V		13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing	
00099219	Program Analyst	00120845	1/31/2022	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing	
00099226	Program Manager			V		14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing	
00103062	Program Manager			V		14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing	
00103213	SUPERVISORY SOCIAL WORKER			V		13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing	
00106008	Social Worker	00078892	11/26/2018	F		11	5	1	86,467.00	22,135.55	JAO	JA	LOCAL FUNDS	Continuing	
00106009	Social Worker	00126030	10/24/2022	F		11	5	1	86,467.00	22,135.55	JAO	JA	LOCAL FUNDS	Continuing	
00106013	SUPERVISORY SOCIAL WORKER	00093594	10/3/2016	F		13	0	1	111,320.13	28,497.95	JAO	JA	LOCAL FUNDS	Continuing	
YOUTH SERVICES (5022)									95	8,582,716.43	2,197,175.41				
5029	00103058	Program Analyst		V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00103059	Program Analyst	00093438	9/19/2016	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
	00103060	Program Analyst	00118646	8/30/2021	F		11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Term
	TOTAL RAPID REHOUSING FAMILIES (5029)									3	218,580.00	55,956.48			
5029	00000739	Supervisory Homeless Coordinat	00018515	7/1/2002	F		13	0	1	105,091.86	26,903.52	JAO	JA	LOCAL FUNDS	Continuing
	00002303	Social Worker			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
	00010381	Social Services Assistant	00097963	5/30/2017	F		8	5	1	60,053.00	15,373.57	JAO	JA	LOCAL FUNDS	Continuing
	00013150	Applied Research Analyst	00112792	1/30/2023	F		13	6	1	107,984.00	27,643.90	JAO	JA	LOCAL FUNDS	Continuing
	00020409	Social Worker			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
	00022861	Social Worker	00029373	3/24/2014	F		11	7	1	91,004.00	23,297.02	JAO	JA	LOCAL FUNDS	Continuing
	00022992	Program Support Assistant	00043407	12/8/2008	F		8	6	1	61,750.00	15,808.00	JAO	JA	LOCAL FUNDS	Continuing
	00024869	Special Assistant	00118465	8/16/2021	F		14	6	1	127,615.00	32,669.44	JAO	JA	LOCAL FUNDS	Continuing
	00034490	Deputy Admin., Homeless Svcs.	00072852	7/1/2013	F		15	0	1	155,208.55	39,733.39	JAO	JA	LOCAL FUNDS	Continuing
	00034950	IT Project Manager	00093394	9/19/2016	F		14	0	1	136,153.83	34,855.38	JAO	JA	LOCAL FUNDS	Continuing
	00070972	Deputy Administrator	00112360	1/6/2020	F		15	0	1	145,652.50	37,287.04	JAO	JA	LOCAL FUNDS	Continuing
	00070973	Program Manager	00109220	7/22/2019	F		14	0	1	123,804.63	31,693.99	JAO	JA	LOCAL FUNDS	Continuing
	00071482	Program Support Assistant			V		8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing
	00071484	SUPERVISORY SOCIAL WORKER	00072342	5/20/2013	F		13	0	1	113,400.88	29,030.63	JAO	JA	LOCAL FUNDS	Continuing
	00071596	Case Manager	00103859	7/9/2018	F		9	4	1	64,206.00	16,436.74	JAO	JA	LOCAL FUNDS	Continuing
	00075403	Homeless Coordinator	00047772	10/31/2018	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
	00075404	Case Manager	00058778	4/3/2013	F		11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Term
	00076851	Program Support Assistant	00058893	10/12/2009	F		8	6	1	61,750.00	15,808.00	JAO	JA	LOCAL FUNDS	Continuing

00085812	Homeless Coordinator (Outreach)	00090273	2/22/2016	F	12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00085813	Case Manager	00102729	4/30/2018	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00085815	Case Manager	00085986	5/18/2015	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00085816	Case Manager	00085863	5/4/2015	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00085817	Homeless Svcs. Program Coord.	00064273	12/20/2010	F	13	0	1	112,278.61	28,743.32	JAO	JA	LOCAL FUNDS	Continuing
00085818	Case Manager	00012975	9/8/2014	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00085819	Case Manager	00099614	9/5/2017	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00085822	Case Manager	00126029	10/24/2022	F	9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Continuing
00085978	Program Manager	00033253	11/13/2018	F	14	0	1	121,002.61	30,976.67	JAO	JA	LOCAL FUNDS	Continuing
00086149	Social Services Assistant	00090277	2/22/2016	F	8	5	1	60,053.00	15,373.57	JAO	JA	LOCAL FUNDS	Continuing
00086152	Social Services Assistant	00101287	12/26/2017	F	8	5	1	60,053.00	15,373.57	JAO	JA	LOCAL FUNDS	Continuing
00087323	Special Assistant	00091443	6/20/2016	F	12	10	1	103,333.00	26,453.25	JAO	JA	LOCAL FUNDS	Continuing
00088405	Program Support Specialist	00082226	8/11/2014	F	9	4	1	64,206.00	16,436.74	JAO	JA	LOCAL FUNDS	Continuing
00088407	Supervisory Homeless Coordinat	00005913	9/22/2003	F	13	0	1	100,971.91	25,848.81	JAO	JA	LOCAL FUNDS	Continuing
00088408	Housing Coordinator	00087173	7/27/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00088414	Program Support Specialist			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00088415	Case Manager	00098791	8/7/2017	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00088416	SUPERVISORY SOCIAL WORKER	00105445	9/17/2018	F	13	0	1	109,372.96	27,999.48	JAO	JA	LOCAL FUNDS	Continuing
00088419	Program Support Specialist	00086701	6/29/2015	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00088420	Supervisory Housing Coordinato			V	12	0	1	103,840.00	26,583.04	JAO	JA	LOCAL FUNDS	Continuing
00092229	Social Worker	00123987	8/15/2022	F	12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00092230	Case Manager			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00092379	SUPERVISORY SOCIAL WORKER	00072830	7/1/2013	F	13	0	1	112,029.04	28,679.43	JAO	JA	LOCAL FUNDS	Continuing
00093972	Program Analyst	00083319	5/29/2018	F	12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00095191	Program Manager	00103103	5/29/2018	F	14	0	1	125,885.38	32,226.66	JAO	JA	LOCAL FUNDS	Continuing
00095803	SUPERVISORY SOCIAL WORKER	00053791	7/14/2014	F	13	0	1	108,605.00	27,802.88	JAO	JA	LOCAL FUNDS	Continuing
00099316	Contract Liaison Specialist	00083279	1/30/2023	F	12	2	1	90,051.00	23,053.06	JAO	JA	LOCAL FUNDS	Continuing
00103207	IT Specialist (System Analysis)			V	13	0	1	100,630.00	25,761.28	JAO	JA	LOCAL FUNDS	Continuing
00103214	Housing Coordinator	00093376	9/19/2016	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00103215	Housing Coordinator	00108646	12/6/2021	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00103217	Contract Liaison Specialist	00084122	1/30/2023	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00103225	Program Analyst	00120351	12/6/2021	F	12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Term
00103227	Program Analyst	00120352	12/6/2021	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Term
00103228	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00103230	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00103231	Info. Tech. Specialist (APPSW)	00119951	11/8/2021	F	13	7	1	119,991.00	30,717.70	JAO	JA	LOCAL FUNDS	Term
00103232	Public Affairs Specialist			V	13	0	1	100,630.00	25,761.28	JAO	JA	LOCAL FUNDS	Continuing
00104182	Program Manager	00058630	3/14/2022	F	13	0	1	109,239.38	27,965.28	JAO	JA	LOCAL FUNDS	Term
00104183	Program Analyst	00119733	10/25/2021	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00104184	Program Analyst	00119574	10/12/2021	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00104185	Program Support Specialist	00118467	8/16/2021	F	11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Term
00104187	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00104189	Homeless Coordinator	00118468	8/16/2021	F	12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Term
00104191	Program Support Specialist	00118334	8/2/2021	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00104192	Program Support Specialist	00085673	8/16/2021	F	11	3	1	75,128.00	19,232.77	JAO	JA	LOCAL FUNDS	Term
00104197	Human Resources Specialist			V	13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00104204	Contract Liaison Specialist	00121175	2/14/2022	F	12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Term
00104205	Program Support Specialist	00118469	8/16/2021	F	9	2	1	60,463.00	15,478.53	JAO	JA	LOCAL FUNDS	Term
00105098	Contract Liaison Specialist	00123985	8/15/2022	F	12	1	1	87,339.00	22,358.78	JAO	JA	ARPA - MUNICIPAL	Continuing
00105099	Grants Management Specialist	00100180	9/4/2018	F	12	2	1	90,051.00	23,053.06	JAO	JA	ARPA - MUNICIPAL	Continuing
00105104	Homeless Coordinator	00120843	1/18/2022	F	12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
00105105	SUPERVISORY SOCIAL WORKER	00092918	8/22/2016	F	13	0	1	109,626.70	28,064.44	JAO	JA	LOCAL FUNDS	Continuing
00105106	SUPERVISORY SOCIAL WORKER	00002321	8/3/1992	F	13	0	1	118,000.00	30,208.00	JAO	JA	LOCAL FUNDS	Continuing
00105107	Program Analyst			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00105108	Program Analyst	00123130	7/5/2022	F	12	0	1	95,475.68	24,441.77	JAO	JA	ARPA - MUNICIPAL	Continuing
00105109	Program Analyst	00111753	10/28/2019	F	11	4	1	77,397.00	19,813.63	JAO	JA	ARPA - MUNICIPAL	Continuing
00105110	Program Analyst			V	11	0	1	70,592.00	18,071.55	JAO	JA	ARPA - MUNICIPAL	Continuing
00105111	Program Analyst	00120870	1/18/2022	F	11	5	1	79,665.00	20,394.24	JAO	JA	ARPA - MUNICIPAL	Continuing
00105112	Program Analyst	00081043	10/19/2015	F	11	2	1	72,860.00	18,652.16	JAO	JA	ARPA - MUNICIPAL	Continuing

	00105113	Program Analyst	00120868	1/18/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105114	SUPERVISORY SOCIAL WORKER	00032199	4/18/2006	F		13	0	1	115,000.00	29,440.00	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105115	Program Analyst	00124481	8/29/2022	F		11	4	1	77,397.00	19,813.63	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105455	Case Manager	00121321	2/28/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing	
	00105456	Case Manager	00113702	5/26/2020	F		11	1	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00105457	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00105458	Case Manager	00121567	3/14/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing	
	00105459	Case Manager	00121645	3/28/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing	
	00105466	Program Analyst	00107685	10/28/2019	F		13	4	1	102,018.00	26,116.61	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105562	Special Assistant	00081068	12/29/2014	F		13	7	1	110,967.00	28,407.55	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105872	Policy Analyst	00125693	10/11/2022	F		13	6	1	107,984.00	27,643.90	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105873	Policy Analyst	00106798	8/29/2022	F		14	5	1	124,091.00	31,767.30	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105875	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00105876	Grants Management Specialist	00089167	11/2/2015	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing	
	00105877	Social Worker	00059929	7/5/2022	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing	
	00105878	Contract Liaison Specialist			V		12	0	1	87,339.00	22,358.78	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105885	Special Assistant	00115855	11/23/2020	F		14	2	1	113,522.00	29,061.63	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105887	Supervisory Homeless Coordinat			V		13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing	
	00105960	Program Manager	00073039	7/15/2013	F		13	0	1	107,158.63	27,432.61	JAO	JA	LOCAL FUNDS	Continuing	
	00105983	Program Analyst	00108906	6/24/2019	F		13	3	1	107,084.00	27,413.50	JAO	JA	LOCAL FUNDS	Continuing	
	00106045	Human Resources Specialist	00100955	11/27/2017	F		13	6	1	107,984.00	27,643.90	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00106050	Facilities Planner			V		12	0	1	80,784.00	20,680.70	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00106594	Homeless Coordinator	00124480	9/26/2022	F		12	2	1	90,051.00	23,053.06	JAO	JA	LOCAL FUNDS	Continuing	
	00106595	Homeless Coordinator	00109042	7/16/2019	F		12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00109882	Program Support Specialist			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00109886	Program Support Specialist			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing	
	00109887	Program Support Specialist			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing	
	00109909	Homeless Coordinator			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00109910	Program Analyst			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00109911	Program Analyst			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00109912	Homeless Coordinator			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00109913	Program Support Specialist			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00109914	Program Support Specialist			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing	
	00109915	Program Support Specialist			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing	
	00109916	Program Support Specialist			V		9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing	
		PERMANENT SUPPORTIVE HOUSING INDIVIDUALS (5034)							112		9,975,615.15	2,553,757.48				
5035	00030352	Social Worker	00067912	3/5/2012	F		11	9	1	95,540.00	24,458.24	JAO	JA	LOCAL FUNDS	Continuing	
	00088412	Social Worker	00012906	4/18/2017	F		11	6	1	88,735.00	22,716.16	JAO	JA	LOCAL FUNDS	Continuing	
	00090789	Program Analyst	00078947	7/8/2019	F		12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00095800	Social Worker	00080274	10/1/2018	F		12	8	1	106,324.00	27,218.94	JAO	JA	LOCAL FUNDS	Continuing	
	00105460	Program Manager	00031267	6/11/2018	F		14	0	1	120,851.01	30,937.86	JAO	JA	ARPA - MUNICIPAL	Continuing	
	00105465	Policy Analyst	00103969	7/23/2018	F		13	4	1	102,018.00	26,116.61	JAO	JA	ARPA - MUNICIPAL	Continuing	
		TOTAL PERMANENT SUPPORTIVE HOUSING FAMILIES (5035)							6		600,807.01	153,806.59				
5035	00000712	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00001490	Social Worker			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
	00002563	Deputy Admin., Homeless Svcs.	00078268	1/17/2015	F		15	0	1	150,097.08	38,424.85	JAO	JA	FEDERAL GRANT	Continuing	
	00007243	Program Support Assistant			V		8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing	
	00007384	Supervisory Homeless Coordinat	00064915	4/18/2011	F		13	0	1	99,513.45	25,475.44	JAO	JA	LOCAL FUNDS	Continuing	
	00009126	Policy Analyst	00071953	3/25/2013	F		12	8	1	106,324.00	27,218.94	JAO	JA	FEDERAL GRANT	Continuing	
	00017893	Social Worker	00102584	4/17/2018	F		11	5	1	86,467.00	22,135.55	JAO	JA	LOCAL FUNDS	Continuing	
	00018371	PGM SUPPORT SPEC	00104901	8/20/2018	F		11	5	1	79,665.00	20,394.24	JAO	JA	FEDERAL GRANT	Continuing	
	00021594	Social Worker	00116790	3/29/2021	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing	
	00025950	Social Worker	00026110	6/4/1990	F		11	10	1	97,809.00	25,039.10	JAO	JA	LOCAL FUNDS	Continuing	
	00027502	Homeless Coordinator	00080464	4/7/2014	F		13	9	1	126,444.00	32,369.66	JAO	JA	FEDERAL GRANT	Continuing	
	00027540	SUPERVISORY SOCIAL WORKER	00065149	6/20/2011	F		13	0	1	108,037.15	27,657.51	JAO	JA	LOCAL FUNDS	Continuing	
	00030502	Social Services Assistant	00097059	3/19/2018	F		8	5	1	60,053.00	15,373.57	JAO	JA	LOCAL FUNDS	Continuing	
	00030519	Supv Mgmt and Program Analyst	00117176	5/24/2021	F		14	0	1	127,341.90	32,599.53	JAO	JA	LOCAL FUNDS	Continuing	

00030530	Special Assistant	00042880	9/19/2016	F		12	5	1	90,805.00	23,246.08	JAO	JA	LOCAL FUNDS	Continuing
00034940	Supervisory Homeless Coordinat	00089738	7/18/2022	F		13	0	1	100,450.00	25,715.20	JAO	JA	FEDERAL GRANT	Continuing
00034941	SUPERVISORY SOCIAL WORKER	00021458	10/1/1986	F		13	0	1	122,950.72	31,475.38	JAO	JA	LOCAL FUNDS	Continuing
00034952	Program Support Specialist	00034135	12/11/2006	F		11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00035401	Social Worker	00020424	8/6/2018	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
00070971	Social Worker	00021696	12/17/1994	F		12	10	1	111,749.00	28,607.74	JAO	JA	LOCAL FUNDS	Continuing
00075401	Case Manager	00122264	5/9/2022	F		11	1	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00075402	Case Manager	00078105	9/9/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00076852	Case Manager	00011651	8/11/2014	F		11	10	1	91,007.00	23,297.79	JAO	JA	LOCAL FUNDS	Continuing
00085701	Case Manager	00119427	9/27/2021	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00085814	Case Manager	00090481	3/7/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00085921	Case Manager	00087171	7/27/2015	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00085922	Case Manager	00087124	7/27/2015	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00085923	Case Manager	00093442	9/19/2016	F		11	2	1	72,860.00	18,652.16	JAO	JA	FEDERAL GRANT	Continuing
00085924	Supervisory Homeless Coordinat	00032634	6/26/2006	F		13	0	1	104,706.01	26,804.74	JAO	JA	FEDERAL GRANT	Continuing
00086150	Case Manager	00090483	3/7/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00086271	Housing Coordinator	00078254	9/23/2013	F		11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00086272	Housing Coordinator			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00087493	SUPERVISORY SOCIAL WORKER	00123986	8/15/2022	F		13	0	1	106,600.00	27,289.60	JAO	JA	LOCAL FUNDS	Continuing
00088235	Homeless Coordinator	00088478	9/8/2015	F		13	3	1	107,084.00	27,413.50	JAO	JA	FEDERAL GRANT	Continuing
00088238	SUPERVISORY SOCIAL WORKER	00028385	2/6/2005	F		13	0	1	120,545.67	30,859.69	JAO	JA	LOCAL FUNDS	Continuing
00088411	Program Analyst	00083505	9/22/2014	F		12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00088421	Case Manager	00095757	1/9/2017	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088918	Case Manager	00093443	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088919	Case Manager	00054813	2/20/2018	F		11	1	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00088920	Case Manager	00093446	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088922	Homeless Coordinator	00125397	9/26/2022	F		12	1	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00088923	Case Manager	00093545	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088924	Case Manager	00093593	10/3/2016	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00088925	Case Manager	00056993	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088926	Case Manager	00079331	1/7/2019	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088927	Case Manager	00093542	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088928	Case Manager	00093534	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088931	Case Manager	00093558	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088932	Supervisory Case Manager	00093543	9/19/2016	F		12	0	1	86,533.14	22,152.48	JAO	JA	LOCAL FUNDS	Continuing
00088933	Supervisory Case Manager			V		12	0	1	103,840.00	26,583.04	JAO	JA	FEDERAL GRANT	Continuing
00090695	Case Manager	00119573	10/12/2021	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00090697	Program Analyst	00093390	9/19/2016	F		12	2	1	90,051.00	23,053.06	JAO	JA	LOCAL FUNDS	Continuing
00090698	Program Analyst	00108414	5/28/2019	F		12	4	1	95,476.00	24,441.86	JAO	JA	FEDERAL GRANT	Continuing
00090699	Supervisory Homeless Coordinat	00091793	7/11/2016	F		13	0	1	99,513.95	25,475.57	JAO	JA	LOCAL FUNDS	Continuing
00090703	IT Specialist (System Analysis	00121995	4/25/2022	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
00090705	Program Support Assistant	00093452	9/19/2016	F		8	5	1	60,053.00	15,373.57	JAO	JA	LOCAL FUNDS	Continuing
00090706	Program Analyst	00093541	9/19/2016	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
00090707	Case Manager	00126353	11/7/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00090708	Supervisory Homeless Coordinat			V		13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing
00090732	Supervisory Case Manager	00113085	3/16/2020	F		12	0	1	89,139.33	22,819.67	JAO	JA	LOCAL FUNDS	Continuing
00090733	Program Support Assistant	00098070	6/26/2017	F		8	4	1	58,355.00	14,938.88	JAO	JA	LOCAL FUNDS	Continuing
00090734	Program Support Assistant	00126654	12/5/2022	F		8	7	1	63,448.00	16,242.69	JAO	JA	LOCAL FUNDS	Continuing
00090735	Program Manager	00033786	10/30/2006	F		14	0	1	125,885.28	32,226.63	JAO	JA	LOCAL FUNDS	Continuing
00090736	Homeless Coordinator	00125694	10/11/2022	F		12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00090764	Supervisory Homeless Coordinat	00103290	6/11/2018	F		13	0	1	105,711.57	27,062.16	JAO	JA	FEDERAL GRANT	Continuing
00090765	Case Manager	00066181	9/19/2016	F		11	6	1	81,933.00	20,974.85	JAO	JA	FEDERAL GRANT	Continuing
00090767	Program Manager	00080607	9/17/2018	F		14	0	1	128,371.25	32,863.04	JAO	JA	LOCAL FUNDS	Continuing
00091423	Maintenance Worker	00100993	11/27/2017	F		6	5	1	55,515.20	14,211.89	JAO	JA	LOCAL FUNDS	Continuing
00092231	Case Manager	00108426	5/26/2020	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00092234	Social Worker	00071240	1/7/2013	F		12	4	1	95,476.00	24,441.86	JAO	JA	LOCAL FUNDS	Continuing
00092380	Supervisory Homeless Coordinat	00028917	4/25/2005	F		13	0	1	116,205.57	29,748.63	JAO	JA	LOCAL FUNDS	Continuing
00092381	Program Support Assistant			V		8	0	1	53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing
00093418	Program Manager	00036082	7/23/2007	F		14	0	1	127,050.62	32,524.96	JAO	JA	LOCAL FUNDS	Continuing

00093971	Supervisory Homeless Coordinat			V	13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing
00095802	Social Worker			V	11	0	1	77,394.00	19,812.86	JAO	JA	LOCAL FUNDS	Continuing
00095804	Social Worker	00107711	3/18/2019	F	12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00095806	Case Manager	00112544	1/21/2020	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00095807	Social Worker	00039048	11/9/2020	F	11	1	1	77,394.00	19,812.86	JAO	JA	LOCAL FUNDS	Continuing
00095810	Program Manager	00091758	7/11/2016	F	14	0	1	119,416.14	30,570.53	JAO	JA	LOCAL FUNDS	Continuing
00096872	Case Manager	00087682	11/7/2022	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00096944	Case Manager	00112961	2/18/2020	F	11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Continuing
00097007	Facilities Coordinator	00110609	9/16/2019	F	11	6	1	75,775.00	19,398.40	JAO	JA	LOCAL FUNDS	Continuing
00099222	Homeless Coordinator	00079148	12/2/2013	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00099225	Case Manager	00112130	12/9/2019	F	11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing
00099410	Homeless Coordinator	00126354	11/7/2022	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00100136	Case Manager			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00100137	Case Manager			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00100138	Case Manager			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00104186	Supervisory Homeless Coordinat			V	13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing
00104206	Program Support Specialist			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00104320	Case Manager			V	9	0	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Continuing
00109665	Program Analyst			V	13	0	1	100,630.00	25,761.28	JAO	JA	LOCAL FUNDS	Continuing
00109725	Program Manager			V	14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing
00109726	Social Worker			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00109727	Case Manager			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00109728	Case Manager			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00109729	Case Manager			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00109730	Social Worker			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing

HSC FAMILIES (5037) **98** **8,725,078.53** **2,233,620.10**

00003427	Social Worker	00071183	12/31/2012	F	12	10	1	111,749.00	28,607.74	JAO	JA	LOCAL FUNDS	Continuing
00005843	CASE MGR	00090423	3/7/2016	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00009433	Grants Management Specialist	00126797	12/19/2022	F	12	3	1	92,764.00	23,747.58	JAO	JA	LOCAL FUNDS	Continuing
00075400	Case Manager	00060859	4/26/2010	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00085820	Case Manager	00098794	8/7/2017	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00085821	Program Support Specialist	00021377	1/27/2003	F	11	7	1	84,202.00	21,555.71	JAO	JA	LOCAL FUNDS	Continuing
00086274	Housing Coordinator	00087122	7/27/2015	F	11	6	1	81,933.00	20,974.85	JAO	JA	LOCAL FUNDS	Continuing
00088409	Social Worker	00090484	3/7/2016	F	11	5	1	86,467.00	22,135.55	JAO	JA	LOCAL FUNDS	Continuing
00088410	Case Manager	00071946	3/25/2013	F	11	8	1	86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing
00091909	Case Manager	00059804	5/31/2016	F	11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Continuing
00091910	Social Worker	00011235	3/1/1999	F	11	10	1	97,809.00	25,039.10	JAO	JA	LOCAL FUNDS	Continuing
00092233	Social Worker	00094708	11/1/2016	F	11	6	1	88,735.00	22,716.16	JAO	JA	LOCAL FUNDS	Continuing
00095811	Program Analyst	00083464	9/29/2014	F	12	2	1	90,051.00	23,053.06	JAO	JA	LOCAL FUNDS	Continuing
00095812	SUPERVISORY SOCIAL WORKER	00000462	11/7/1988	F	13	0	1	124,936.02	31,983.62	JAO	JA	LOCAL FUNDS	Continuing
00095816	Social Worker			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00095817	Program Support Specialist			V	11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00097421	Outreach Services and Engageme	00112470	1/6/2020	F	11	6	1	75,775.00	19,398.40	JAO	HG	LOCAL FUNDS	Continuing
00097422	Outreach Services and Engageme			V	11	0	1	65,285.00	16,712.96	JAO	HG	LOCAL FUNDS	Continuing
00097502	Fleet and Security Analyst			V	13	0	1	93,069.00	23,825.66	JAO	JA	LOCAL FUNDS	Continuing
00100140	Program Support Specialist	00113706	5/26/2020	F	9	1	1	58,591.00	14,999.30	JAO	JA	LOCAL FUNDS	Temp
00105097	Contract Liaison Specialist			V	12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00105469	Program Manager	00126880	1/3/2023	F	14	0	1	120,000.00	30,720.00	JAO	JA	LOCAL FUNDS	Continuing
00105874	Program Analyst	00097148	4/18/2017	F	12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00105881	Supervisory Homeless Coordinat			V	13	0	1	119,416.00	30,570.50	JAO	JA	LOCAL FUNDS	Continuing
00105958	Facilities Coordinator			V	12	0	1	80,784.00	20,680.70	JAO	JA	LOCAL FUNDS	Continuing
00108312	Graphic Designer	00125698	10/11/2022	F	11	4	1	71,579.00	18,324.22	JAO	HG	LOCAL FUNDS	Continuing
00108313	Public Information Officer	00098432	7/24/2017	F	14	2	1	113,522.00	29,061.63	JAO	HG	LOCAL FUNDS	Continuing
00108349	Special Advisor	00071107	12/17/2012	F	14	3	1	117,045.00	29,963.52	JAO	HG	LOCAL FUNDS	Continuing
00108367	Special Advisor	00125936	10/11/2022	F	14	10	1	141,707.00	36,276.99	JAO	HG	LOCAL FUNDS	Continuing

TOTAL HSC INDIVIDUALS (5038) **29** **2,659,963.02** **680,950.53**

00000908	Policy Analyst	00004634	8/18/2003	F	14	10	1	141,707.00	36,276.99	JAO	JA	FEDERAL GRANT	Continuing
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5038

00003509	Grants Management Specialist	00090174	2/8/2016	F		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00003789	Capital Operations Project Mgr	00000585	4/14/2003	F		15	0	0.5	82,749.73	21,183.93	JAO	JA	LOCAL FUNDS	Continuing
00006968	Human Resources Specialist	00087757	11/8/2021	F		12	4	1	88,300.00	22,604.80	JAO	JA	FEDERAL GRANT	Continuing
00009971	DEP ADM, FAMILY SERVICES ADM	00043633	1/4/2009	F		15	0	0.75	123,299.07	31,564.56	JAO	JA	LOCAL FUNDS	Continuing
00016419	Data Scientist	00127226	1/30/2023	F		13	3	1	99,035.00	25,352.96	JAO	JA	LOCAL FUNDS	Continuing
00019861	ADMIN SUPPORT SPEC	00020029	4/28/1969	F		11	10	1	91,007.00	23,297.79	JAO	JA	LOCAL FUNDS	Continuing
00024156	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing
00024694	Family Services Administrator	00115926	12/7/2020	F		16	0	1	191,012.85	48,899.29	JAO	JA	LOCAL FUNDS	Continuing
00025403	Deputy Admin., Homeless Svcs.	00017188	7/20/1998	F		15	0	1	156,058.81	39,951.06	JAO	JA	FEDERAL GRANT	Continuing
00044556	Policy Analyst	00083683	10/20/2014	F		14	8	1	134,661.00	34,473.22	JAO	JA	LOCAL FUNDS	Continuing
00070969	Deputy Administrator for Opera	00108197	5/13/2019	F		15	0	1	145,652.50	37,287.04	JAO	JA	FEDERAL GRANT	Continuing
00071980	IT Spec. (Applic. Software)	00081086	8/19/2019	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00082434	Senior Policy and Program Advi	00099323	8/21/2017	F		15	0	1	136,547.65	34,956.20	JAO	JA	LOCAL FUNDS	Continuing
00086273	Contract Liaison Specialist	00098452	7/8/2019	F		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00086277	Policy Analyst	00106108	10/29/2018	F		13	5	1	105,001.00	26,880.26	JAO	JA	FEDERAL GRANT	Continuing
00086306	Program Manager	00105604	9/24/2018	F		13	0	1	110,990.00	28,413.44	JAO	JA	LOCAL FUNDS	Continuing
00087499	Program Analyst	00101224	12/11/2017	F		12	7	1	103,612.00	26,524.67	JAO	JA	LOCAL FUNDS	Continuing
00088234	INVESTIGATOR	00030399	10/1/2018	F		12	2	1	90,051.00	23,053.06	JAO	JA	FEDERAL GRANT	Continuing
00088236	Program Manager	00031974	1/5/2010	F		14	0	1	139,326.11	35,667.48	JAO	JA	LOCAL FUNDS	Continuing
00090696	Program Analyst	00012891	6/17/2013	F		13	6	1	116,764.00	29,891.58	JAO	JA	LOCAL FUNDS	Continuing
00090700	Special Assistant	00062178	1/18/2022	F		14	8	1	134,660.94	34,473.20	JAO	JA	LOCAL FUNDS	Continuing
00090701	Special Assistant	00081440	1/6/2020	F		8	0	1	125,219.54	32,056.20	JAO	JA	LOCAL FUNDS	Continuing
00092232	InformationTechnology Speciali	00081067	11/2/2015	F		13	5	1	113,537.00	29,065.47	JAO	JA	LOCAL FUNDS	Continuing
00093970	Contract Liaison Specialist			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00095805	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00095808	Resource Allocation Officer	00057876	8/17/2009	F		14	0	1	144,251.33	36,928.34	JAO	JA	LOCAL FUNDS	Continuing
00095809	Program Manager	00126352	11/7/2022	F		14	0	1	131,000.00	33,536.00	JAO	JA	LOCAL FUNDS	Continuing
00095813	Homeless Coordinator	00121803	4/11/2022	F		12	1	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00095819	Program Manager			V		14	0	1	137,328.50	35,156.10	JAO	JA	LOCAL FUNDS	Continuing
00095820	Grants Management Specialist	00117310	6/7/2021	F		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00095821	Supervisory Grants Management	00073013	6/21/2021	F		13	0	1	108,006.61	27,649.69	JAO	JA	LOCAL FUNDS	Continuing
00095822	Contract Administrator	00089869	1/11/2016	F		12	6	1	100,900.00	25,830.40	JAO	JA	LOCAL FUNDS	Continuing
00095823	Contract Liaison Specialist			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00096866	Contract Liaison Specialist	00108239	5/13/2019	F		12	5	1	98,188.00	25,136.13	JAO	JA	LOCAL FUNDS	Continuing
00103043	Case Manager	00085358	7/6/2021	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Term
00103044	Social Worker			V		11	0	1	77,394.00	19,812.86	JAO	JA	ARPA - RENTAL A	Continuing
00103045	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	ARPA - RENTAL A	Continuing
00103046	Case Manager	00119419	9/27/2021	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Term
00103047	Case Manager	00119928	11/8/2021	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Term
00103048	Case Manager	00119421	9/27/2021	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Term
00103049	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	ARPA - RENTAL A	Continuing
00103050	Homeless Coordinator			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00103051	Case Manager	00119420	9/27/2021	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Term
00103052	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00103053	Case Manager	00117694	7/6/2021	F		11	5	1	79,665.00	20,394.24	JAO	JA	LOCAL FUNDS	Term
00103054	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	ARPA - RENTAL A	Continuing
00103055	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00103056	Case Manager			V		11	0	1	70,592.00	18,071.55	JAO	JA	LOCAL FUNDS	Continuing
00103057	Case Manager	00090083	7/6/2021	F		11	4	1	77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Term
00103061	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00103065	Supervisory Case Manager	00119348	9/27/2021	F		12	0	1	95,506.43	24,449.65	JAO	JA	LOCAL FUNDS	Term
00103066	Supervisory Case Manager	00077930	3/14/2022	F		12	0	1	99,122.77	25,375.43	JAO	JA	LOCAL FUNDS	Continuing
00103068	Supervisory Homeless Coordinat	00026682	10/7/2013	F		13	0	1	103,000.00	26,368.00	JAO	JA	LOCAL FUNDS	Continuing
00103185	Human Resources Specialist	00117620	6/28/2021	F		11	8	1	79,971.00	20,472.58	JAO	JA	LOCAL FUNDS	Term
00103216	Housing Coordinator	00120634	1/3/2022	F		11	2	1	72,860.00	18,652.16	JAO	JA	LOCAL FUNDS	Term
00103218	Program Analyst			V		12	0	1	87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing
00103226	Policy Analyst			V		12	0	1	80,784.00	20,680.70	JAO	JA	ARPA - RENTAL A	Continuing
00103229	Program Support Specialist			V		9	0	1	58,591.00	14,999.30	JAO	JA	ARPA - RENTAL A	Continuing
00103241	Policy Analyst			V		13	0	1	93,069.00	23,825.66	JAO	JA	ARPA - RENTAL A	Continuing

		00103284	Supervisory Case Manager		00126027		10/24/2022	F		12	0	1		94,389.98	24,163.83	JAO	JA	LOCAL FUNDS	Term	
		00109889	Homeless Coordinator					V		12	0	1		87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
		00109890	Homeless Coordinator					V		12	0	1		87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
		00109892	Homeless Coordinator					V		12	0	1		87,339.00	22,358.78	JAO	JA	LOCAL FUNDS	Continuing	
		00109917	Grants Management Specialist					V		12	0	1		87,339.00	22,358.78	JAO	JA	ARPA - MUNICIPAL	Continuing	
		00109918	Grants Management Specialist					V		12	0	1		87,339.00	22,358.78	JAO	JA	ARPA - MUNICIPAL	Continuing	
		00109919	Grants Management Specialist					V		12	0	1		87,339.00	22,358.78	JAO	JA	ARPA - MUNICIPAL	Continuing	
		HSC GENERAL (5039)											66.25	6,596,167.82	1,688,618.96					
5040		00000660	SOCIAL WORKER					V		11	1	1		77,394.00	19,812.86	JAO	JA	FEDERAL GRANT	Continuing	
		00003729	Program Analyst		00107331		2/4/2019	F		12	5	1		98,188.00	25,136.13	JAO	JA	FEDERAL GRANT	Continuing	
		00009971	DEP ADM, FAMILY SERVICES ADM		00043633		1/4/2009	F		15	0	0.25		41,099.69	10,521.52	JAO	JA	FEDERAL GRANT	Continuing	
		TOTAL REFUGEE RESETTLEMENT (5040)																		
5060		00010357	Case Manager		00069467		8/13/2012	F		11	9	1		88,738.00	22,716.93	JAO	JA	LOCAL FUNDS	Continuing	
		00011547	Case Manager		00067269		11/21/2011	F		11	4	1		77,397.00	19,813.63	JAO	JA	LOCAL FUNDS	Continuing	
		00020236	Strong Families Progm Manager		00000942		2/21/1988	F		14	0	1		127,532.48	32,648.31	JAO	JA	LOCAL FUNDS	Continuing	
		00023298	CASE MGR		00023459		9/8/2003	F		11	10	1		91,007.00	23,297.79	JAO	JA	LOCAL FUNDS	Continuing	
		00024684	Social Worker		00028984		5/2/2005	F		11	8	1		93,272.00	23,877.63	JAO	JA	LOCAL FUNDS	Continuing	
		00024904	Social Worker		00025065		5/15/1987	F		11	10	1		97,809.00	25,039.10	JAO	JA	LOCAL FUNDS	Continuing	
		00024942	Case Manager		00063155		8/30/2010	F		11	8	1		86,470.00	22,136.32	JAO	JA	LOCAL FUNDS	Continuing	
		00025121	SUPV SOCIAL WORKER		00025281		10/22/1979	F		13	0	1		119,816.53	30,673.03	JAO	JA	LOCAL FUNDS	Continuing	
		00030750	Program Support Specialist		00026710		7/30/1996	F		11	10	1		91,007.00	23,297.79	JAO	JA	LOCAL FUNDS	Continuing	
		00075492	Social Worker		00010476		4/3/2017	F		11	10	1		97,809.00	25,039.10	JAO	JA	LOCAL FUNDS	Continuing	
		00088413	Program Support Assistant					V		8	0	1		53,263.00	13,635.33	JAO	JA	LOCAL FUNDS	Continuing	
		TOTAL STRONG FAMILIES (5060)											11	1,024,121.01	262,174.98					
5090		00003351	Program Analyst					V		12	0	1		87,339.00	22,358.78	JAO	JA	FEDERAL GRANT	Continuing	
		00005773	Program Officer (Community Ser		00005838		3/14/1992	F		14	0	1		120,161.61	30,761.37	JAO	JA	FEDERAL GRANT	Continuing	
		00017697	CLERICAL ASSISTANT(OA)						V		6	1	1		29,449.00	7,538.94	JAO	JA	FEDERAL GRANT	Continuing
		00030707	Program Support Assistant		00082962		8/25/2014	F		8	6	1		61,750.00	15,808.00	JAO	JA	FEDERAL GRANT	Continuing	
		00030768	Program Analyst		00090858		4/18/2016	F		9	4	1		64,206.00	16,436.74	JAO	JA	FEDERAL GRANT	Continuing	
		00030772	Grants Management Specialist		00007055		7/10/1993	F		11	9	1		82,069.00	21,009.66	JAO	JA	FEDERAL GRANT	Continuing	
		TOTAL COMMUNITY SERVICES BLOCK GRANT (5090)											6	444,974.61	113,913.50					
MIGRANT SRVCS		00109758	Program Manager		00127163		1/23/2023	F		14	0	1		130,000.00	33,280.00	JAO	JA	CONTINGENCY R	Continuing	
		00109763	Program Analyst					V		12	0	1		87,339.00	22,358.78	JAO	JA	CONTINGENCY R	Continuing	
		00109764	Contract Liaison Specialist					V		12	0	1		87,339.00	22,358.78	JAO	JA	CONTINGENCY R	Continuing	
		00109765	Program Support Specialist					V		11	0	1		70,592.00	18,071.55	JAO	JA	CONTINGENCY R	Continuing	
		MIGRANT SERVICES											4	375,270.00	96,069.12					
		AGENCY FINANCIAL OPERATIONS																		
110F		00004521	BUDGET ANALYST					V		12	1	1		87,344.00	22,360.06	JAO	AT	FEDERAL GRANT	Continuing	
		00007037	SENIOR BUDGET ANALYST		00097206		11/18/2019	F		13	7	1		119,990.00	30,717.44	JAO	AT	FEDERAL GRANT	Continuing	
		00011899	BUDGET OFFICER		00002056		11/14/2004	F		15	6	1		162,001.00	41,472.26	JAO	AT	LOCAL FUNDS	Continuing	
		00023355	BUDGET ANALYST						V		12	5	1		98,188.00	25,136.13	JAO	AT	FEDERAL GRANT	Continuing
		00032826	BUDGET ANALYST		00036819		10/1/2007	F		12	2	1		90,055.00	23,054.08	JAO	AT	FEDERAL GRANT	Continuing	
		TOTAL BUDGET (110F)											5	557,578.00	142,739.97					
120F		00003888	ACCOUNTS PAYABLE SUPV		00014696		6/6/1997	F		14	8	1		145,612.00	37,276.67	JAO	AT	LOCAL FUNDS	Continuing	
		00004395	STAFF ASSISTANT		00032607		6/12/2006	F		11	6	1		81,935.00	20,975.36	JAO	AT	FEDERAL GRANT	Continuing	
		00004802	LEAD ACCOUNTING TECH		00004850		12/24/1984	F		10	10	1		82,832.00	21,204.99	JAO	AT	FEDERAL GRANT	Continuing	
		00009957	Collection Technician		00014546		5/20/2001	F		8	10	1		68,539.00	17,545.98	JAO	AT	FEDERAL GRANT	Continuing	
		00010116	STAFF ASSISTANT						V		11	8	1		86,474.00	22,137.34	JAO	AT	FEDERAL GRANT	Continuing
		00012053	Accountant		00035492		8/21/2017	F		11	2	1		72,858.00	18,651.65	JAO	AT	FEDERAL GRANT	Continuing	
		00012505	ACCOUNTS PAYABLE TECH		00012620		3/14/1988	F		10	10	1		82,826.00	21,203.46	JAO	AT	FEDERAL GRANT	Continuing	
		00016015	STAFF ASSISTANT		00034861		3/5/2007	F		11	8	1		86,474.00	22,137.34	JAO	AT	FEDERAL GRANT	Continuing	
		00016225	Supervisor Collection Agent		00031732		2/21/2006	F		12	9	0.37		40,341.47	10,327.42	JAO	AT	FEDERAL GRANT	Continuing	
		00016225	Supervisor Collection Agent		00031732		2/21/2006	F		12	9	0.63		68,689.53	17,584.52	JAO	AT	FEDERAL GRANT	Continuing	
		00017331	COLLECTION AGENT		00043599		12/22/2008	F		9	10	1		75,436.00	19,311.62	JAO	AT	FEDERAL GRANT	Continuing	
		00018242	Payroll Specialist		00018383		10/10/1989	F		9	10	1		75,436.00	19,311.62	JAO	AT	FEDERAL GRANT	Continuing	

	00020866	Accounting Officer	00010762	12/19/1988	F	16	8	1	202,386.00	51,810.82	JA0	AT	LOCAL FUNDS	Continuing	
	00025521	EXECUTIVE ASSISTANT	00029427	6/12/2005	F	13	6	1	116,763.00	29,891.33	JA0	AT	FEDERAL GRANT	Continuing	
	00027543	Accountant	00027723	9/13/1992	F	12	7	1	103,609.00	26,523.90	JA0	AT	FEDERAL GRANT	Continuing	
	00032445	ACCOUNTANT	00056325	6/22/2009	F	12	7	1	103,609.00	26,523.90	JA0	AT	LOCAL FUNDS	Continuing	
	00036203	Clerical Assistant			V	7	2	1	50,189.00	12,848.38	JA0	AT	FEDERAL GRANT	Continuing	
	00043696	AGENCY FISCAL OFFICER	00028890	4/18/2005	F	16	8	1	202,386.00	51,810.82	JA0	AT	LOCAL FUNDS	Continuing	
	ACCOUNTING (120F)								17.00	1,746,395.00	447,077.12				
130F	00011661	ASSOC CHIEF FINANCIAL OFFICER	00009084	8/4/1997	F	18	4	1	227,095.00	58,136.32	JA0	AT	LOCAL FUNDS	Continuing	
	ACFO (130F)									227,095.00	58,136.32				
INTERAGENCY FUNDED															
INTERAGENCY FUNDED	00002780	Social Svcs. Program Manager	00003194	6/7/1999	F	13	0	1	99,513.83	25,475.54	G00	JA	LOCAL FUNDS	Continuing	
	00003164	Supvy Social Services Represen	00018545	10/13/1998	F	12	0	1	90,153.22	23,079.22	G00	JA	LOCAL FUNDS	Continuing	
	00005564	Social Services Assistant	00035742	6/11/2007	F	8	10	1	68,540.00	17,546.24	G00	JA	LOCAL FUNDS	Continuing	
	00013332	Social Service Representative	00080913	5/19/2014	F	11	4	1	77,397.00	19,813.63	G00	JA	LOCAL FUNDS	Continuing	
	00019440	Social Service Representative	00126505	11/21/2022	F	9	4	1	64,206.00	16,436.74	G00	JA	LOCAL FUNDS	Continuing	
	00021205	Social Service Representative	00087770	8/10/2015	F	11	2	1	72,860.00	18,652.16	G00	JA	LOCAL FUNDS	Continuing	
	00024677	Social Service Assistant			V	7	0	1	48,500.00	12,416.00	G00	JA	LOCAL FUNDS	Continuing	
	00030561	Social Svcs. Program Manager	00014355	8/3/1990	F	14	0	1	114,441.17	29,296.94	G00	JA	LOCAL FUNDS	Continuing	
	00030732	Supvy Social Services Represen	00030189	8/8/2005	F	12	0	1	86,533.14	22,152.48	G00	JA	LOCAL FUNDS	Continuing	
	00037154	Social Service Representative	00017659	11/4/2013	F	11	6	1	81,933.00	20,974.85	G00	JA	LOCAL FUNDS	Continuing	
	00037460	Social Services Rep. (Biling.)	00030407	9/6/2005	F	11	7	1	84,202.00	21,555.71	G00	JA	LOCAL FUNDS	Continuing	
	00076704	Social Service Representative	00013162	3/5/1995	F	9	6	1	67,949.00	17,394.94	G00	JA	LOCAL FUNDS	Continuing	
	00076705	Social Service Representative	00112962	2/18/2020	F	9	5	1	66,078.00	16,915.97	G00	JA	LOCAL FUNDS	Continuing	
	00076706	Social Service Representative	00078923	11/4/2013	F	11	2	1	72,860.00	18,652.16	G00	JA	LOCAL FUNDS	Continuing	
	00078119	Social Service Representative	00031163	11/4/2013	F	11	4	1	77,397.00	19,813.63	G00	JA	LOCAL FUNDS	Continuing	
	00078120	Social Service Representative			V	9	0	1	58,591.00	14,999.30	G00	JA	LOCAL FUNDS	Continuing	
	00078121	Social Service Representative	00080937	5/19/2014	F	9	4	1	64,206.00	16,436.74	G00	JA	LOCAL FUNDS	Continuing	
	00078122	Social Service Representative	00084161	12/1/2014	F	11	4	1	77,397.00	19,813.63	G00	JA	LOCAL FUNDS	Continuing	
	00078123	Social Services Assistant	00086200	6/1/2015	F	8	5	1	60,053.00	15,373.57	G00	JA	LOCAL FUNDS	Continuing	
	00078124	Social Service Assistant			V	7	0	1	48,500.00	12,416.00	G00	JA	LOCAL FUNDS	Continuing	
00088380	Case Manager	00090903	5/2/2016	F	11	7	1	84,202.00	21,555.71	RLO	JA	LOCAL FUNDS	Continuing		
	INTERAGENCY FUNDED								21	1,565,512.36	400,771.16				

Count of ID CONTACT_NAME	SERVICE TYPE					Grand Total
	Air-Card/ MiFi	Cellular	Hotspot	Tablet with wireless service	WiFi Only	
Aarthi Reddy			1			1
abdi wehelie			1			1
Abdul Tahiru			1			1
Abibat Akodu			1			1
Aboretum Shelter			1			1
Adela Santos			1			1
Adrian Govia			1			1
Adrienne Jones-Byrd			1			1
Adrienne Sparling			1			1
Adrienne Warren			1			1
Ainslie MacLeod			1			1
Airka Moore			1			1
Aja Gillis			1			1
Ajah Crawford			1			1
Akiketa Shelton			1			1
Alandis Pratt			1			1
Aletha Gaskins			1			1
Alethea Barnes			1			1
Alex Teneza			1			1
Alexandria Guzman			1			1
Alexis Alexander			1			1
Alexis Hatcher			1			1
Alichanel Jones-Sadiq			1			1
Alicia Coles			1			1
Alicia Gordon			1			1
Alicia Hill			1			1
Alicia Porter		1	1			2
Alisa Armstrong		1	3			4
Alisha Bolden			1			1
Alisha Monroe			1			1
Alissa Goines			1			1

Allison Morris		1		1
Allison Tucker		1		1
Alma Spencer		1		1
Alvaro Cruz		1		1
amanda barahona		1		1
amanda hailstorks		1		1
Amanda Koger		1		1
Amani Ahmed		1		1
Amber Brawley		1		1
Ana Vigil		1		1
Anand Narain		1		1
ANANSA LYKEN		1		1
Andre Harrison		1		1
Andre Thompson		1		1
Andrea Johnson	1			1
Andrea Lopez		1		1
Andrea Stackhouse		1		1
Andrea Turner		1		1
Andrea Williams		1		1
Andrew Carter		1		1
Andy Garcia		1		1
Anetria Smart		1		1
Angel Coachman		1		1
Angel Corretjer		1		1
Angel Davis		1		1
Angel Melendez		1		1
Angel Ventura		1	1	2
Angela Charles	1	1	1	3
Angela Cobb		1		1
Angela Hardiman		1		1
Angela Hemsley		1		1
Angela Horton		1		1
Angela Lucas		1		1
Angela Phillips		1		1

Angela Spence		1		1
Angelia Brown	1	1		2
Angelica Patrick		1		1
Anika Griggs		1		1
Anita Brown		1		1
Anita Waller		1		1
Ann Pierre	1	1		2
Anna Fogel		1		1
Anna Gray		1		1
Anne Campbell		1		1
Anne Drummond		2		2
Anne Price		1		1
Annette Amos		1		1
Annette Ford		1		1
Anthea Seymour		1		1
anthony burnett	1	1		2
Anthony Johnson		1		1
Anthony Moffitt		1		1
Anthony Newman	2	1	4	7
Anthony Reed		1		1
Antoine Payne		1		1
Antoinette Miles		1		1
Antonio Bethea		1		1
Antorinette Payden		1		1
Antwan Spruill		1		1
Antwann Alexander		1		1
April Nettles		1		1
April Turner		1		1
Aprille Chisley-Williams		1		1
arielle brodnax		1		1
Arielle Mungin		1		1
Arthur McCoy		1		1
Arthur Young		1		1
Ashaki Watson		1		1

Ashlee Magee		1		1
Ashley Grinage	1			1
Ashley Haley		1		1
Ashley Hendricks		1		1
Ashley Richardson		1		1
Ashley Toon		1		1
Ashley White		1		1
Asia Tyler		1		1
Ataklti Gebremedhin		1		1
Aubreanna Zachary		1		1
Ayana McKeiver		1		1
Ayesha Martin		1		1
Babatunde Tomiye		1		1
Barbara Hawes		1		1
Barbara Jackson		1		1
Barbara Roberson		1		1
BEATRIZ ZAPATA		1		1
Belayneh Cheneko		1		1
Benita Wade		1		1
Bernadette Felton		1		1
Bernette Makuson		1		1
Bernita Ward		1		1
Beronica Cruz	1			1
Bershell Thomas		1		1
Beverly Crump		1		1
Beverly Maskittie		1		1
Beverly Wilder		1		1
Bianca McCoy		1		1
Bibi Brown	1	1		2
Bijan Black			1	1
Bonnie Burns		1		1
Brandi Hill		1		1
Brandie Green		1		1
Brandon Bethea		1		1

Brandon Foster		1		1
Brandon Gary		1		1
Brandon Gaymon	1	1		2
Brandon James		2	1	3
Brandon Warner		1		1
Brandyn Calland		1		1
Breanna Martin		1		1
Brenda Hall		1		1
Brenda Hinds		2		2
Brenda Hood	1	1		2
Brenda Kappler		1		1
Brenda Marquez		1		1
Brenda Monroe-Carr		1		1
Brenda Perkins		1	1	2
Brenda Twyman		1		1
Brenda Washington	1			1
Brenden Melton		1		1
Brian Campbell		1		1
Briana Tyson		1		1
Brianna Blackshear		1		1
Brianna Dance		1		1
Brianna Randall		1		1
Bridgette Acklin		1		1
brittany doty		1		1
Brittany Robinson		1		1
Brittney DeLoatch-Powell		1		1
Brittney Dorsey		1		1
Brittney Williams		1		1
Bruce Royal	1	1		2
Bryant Johnson		1		1
byron mckie		1		1
Calandra Best		1		1
Calvin Robinson		1		1
CALVIN WOMACK			1	1

Candace Tyler		1		1
candi rawls		1		1
Candice Jeter		1		1
Carl Douglas		1		1
CARL MCALLISTER		1		1
Carl Rockheade		1		1
Carla Branham		1		1
Carla Drake		1		1
Carla Jackson		1		1
Carla Johnson	1	1		2
Carla Jones			1	1
Carla Newby		1		1
Carlisa Long		1		1
Carlisha Barksdale		1		1
Carlos Murrell		1		1
Carlous Price		1		1
Carmelita Johnson	1	1		2
Carmelita Wade		1		1
Carmen De La Cruz		1		1
CARMEN HERNANDEZ		1		1
Casey Gregory		1		1
Cassandra Boyd		1		1
Catherine King	1	1		2
Catrice Simpson		1		1
Causandra Fludd		1		1
Chad Cunningham		1		1
Chanel Tate		1		1
Chanel Williams		1		1
Chanise Haynes		1		1
chanita peoples	1	1		2
Channon Adams		1		1
Charlene McLean	1	1		2
Charles Moreland		1		1
Charles Omekam		1		1

Charles Parker		1			1
Charles Singfield		1			1
Charmeka Carmicheal		1			1
Chasity Barbett		1			1
chaun frost		1			1
Chaunee DeVore		1			1
Chauntini Clark		1			1
Chelsea McLaughlin		1			1
Cherie Harmon		1			1
Cherise Ennis		1			1
Cherlitheia Irving		1			1
Cherquanda Session		1			1
Cheryl Dixon		1			1
Cheryl English		1			1
Cheryl Stancell		1			1
Chetie Trice		1			1
CHICORA CHATMAN TONYA Bethune		1			1
Chicora Chatmon	8	2	4		14
Chiquita Gentry		1		1	2
Christa Phillips	1	1			2
Christi Dorsey		1			1
Christian Alfaro		1			1
Christian Howard		1			1
Christian Mooney-Redding		1			1
Christian Okonkwo		1			1
Christina Carter		1			1
Christine McCoy		1			1
Christopher Givens		1			1
Christopher Proctor		1			1
Christy Evans		1			1
Claudia Battu		1			1
Claudia Hernandez		1			1
Clifton Chambers		1			1
Clinton Curry		1			1

Colette Briggs		1				1
Colleen Durham		1				1
Connie Barnes		1				1
Connie Clark		1				1
Constance Best		1				1
Constance Freeman		1				1
Constance Vines		1				1
Cornell Kinard		1				1
Cornell Lyons		1				1
Cotilder Lewis		1				1
Courtney Harrell		1				1
Courtney Young		1				1
Craig Flett	1					1
Craig Leak		1				1
Cristina Moreno		1				1
Crystal Dixon	1	1				2
Crystal Graves		1				1
Crystal Hairston		1				1
Crystal Mitchell		1				1
Crystal Wells		1				1
Curtis Foy		1				1
Curtis Smith		1				1
Cynthia Williams		1				1
Daijuan Wade	1	1				2
DAISY WILLIAMS		1		1	1	3
Daisy Willilams				1		1
Dajon Walker		1				1
Dallas Williams	9	1				10
Damion Graham		1				1
Damita White		1				1
Dana Bundy		1				1
Daniel Goodman		2				2
Daniela Rosales		1				1
Danielle Jordan		1				1

Danielle Mack		1		1
Danna Wimbush		1		1
Dannette Johnson		1		1
Danuel Baker		1		1
Darius Morris		1		1
Darmelita Fuller		1		1
Darnique Rucker		1		1
Darrell Cason	1	1		2
Darren Foster		1		1
Darryl Wallace		1		1
Darya Bullock		1		1
Daveda Hudson		1		1
David Roman		1		1
David Ross	1	1		2
David Sloand		1		1
Davina Harper		1		1
Dawnesha Coffin		1		1
Dawnzza Kelley		1		1
DEANGELO WINGFIELD		1	1	2
Deanna Pruitt		1		1
deborah anderson		1		1
Deborah Bush	1	1		2
Deborah Godwin		1		1
Deborah Padgett		1		1
Deborah White		1		1
Debra Crawford		1		1
Debra Taylor		1		1
Debra Waldron		1		1
Deja Richardson		1		1
Delcia Sorrell		1		1
Delina Ateshim		1		1
Delisha Jones		1		1
Della Pope		1		1
Delores Millhouse	1	1		2

DeMarcus Yarborough		1	1
Demetria Williamson-Martin		1	1
Dena Bass		1	1
Dena Hasan		1	1
Denise Bradley		1	1
Denise Price		1	1
Denise Rasheed		1	1
Denisha Dempster		1	1
Derrick Hampton		1	1
Derrick Witcher		1	1
Desiree Cooper		1	1
DESIREE THOMPSON		1	1
Destiny Whitehead		1	1
Detrick Fagan		1	1
Dexter Clemons	1	1	2
Dexter Smith	1	1	2
Deyanira Hall		1	1
Deysi Sorto		1	1
Diane Anderson		1	1
Diedra Jones		1	1
DIONNE CHRISTIAN		1	2
Dionne Giles-Dicks		1	1
DIONNE RUTHERFORD-FELIX		1	2
Dionta Gillespie		1	1
Dominique Allen		1	1
Dominique Bell		1	1
Dominique Hill		1	1
Dominique Morman		1	1
Dominique Vinson		1	1
Donald Haskins		1	1
Donna Eastmond		1	1
Dorenda Lewis	1	1	2
Douglas Oglesby		1	1
Dwayne Dawson		1	1

Dwayne Gentry		1	1
Ebony Davis	1	1	2
Ebony Monti		1	1
Eden Ghebretinsae		1	1
Edison Duncan		1	1
Edmund Lee		1	1
Edna Pittman		1	1
Edythe Tyson		1	1
Eileen Perry		1	1
Elizabeth Afessa		1	1
Elizabeth Huggins		1	1
Elizabeth Olatunji		1	1
Elizabeth Saunders		1	1
Ellis Hartridge		1	1
Elmer Diaz		1	1
Emem Udofa-Dabreau		1	1
Emil Pauling		1	1
Emily Pretlow		1	1
Emonie Johnson		1	1
Eric Brown		1	1
Eric Calhoun		1	1
Eric Hunt		1	1
Eric Johnson		1	1
Eric Singleton		1	1
ERICA HASSAN			1
Erica Proctor		1	1
Ericca Benton		1	1
Erika Christopher		1	1
Erika Hunter		1	1
Erika Marshall		1	1
Erin Given		1	1
Erin McNamara		1	1
Ermias Woldu		1	1
Ernest Dolison	1		1

ESA Center		1		1
ESA DHS		2		2
ESA OWO SPARE		1		1
ESA QA UNIT	2			2
ESA SPARE	16	62		78
ESA UNASSIGNED	4			4
Essence Morris		1		1
Esther Williams		1		1
Euretha Powell		1		1
Evelyn Permenter		1		1
Evelyn Rojas		1		1
Fabian White		1		1
FAIRFIELD		1		1
Fatima Barrie		1		1
Fatima Nicholson		1		1
Fawn Savage		1		1
fay anderson-watson		1		1
FDC OMBUDSMAN		1		1
Felicia Watson		1		1
felisia brown		2		2
Fernando Delgado		1		1
Fimiya Gray			1	1
Fitsum Teshome		1		1
Folajimi Akinmolayan		1		1
Folashade Erinosh		1		1
Fonda Beander		1		1
Frances R. Natal		1		1
Francine Miller		1		1
Francine Ricketts		1		1
Francis Ekeh		1		1
Frank Bailey		1		1
Fredrick Hyman		1		1
Fredy Ortega		1		1
Frentress Roach		1		1

FSA ADMIN SPARE		1		1
FSA SPARE	3	22	1	26
Gabrielle Jones		1		1
Gabrielle Lightfoot		1		1
Gabrielle Manning-Jones		1		1
Gamaliel Laryea	1	1		2
Garlinda Bryant	1	1		2
Garry Smalls		1		1
gebru gayeem		1		1
Geoff King		1		1
George Marion	1	1		2
George Parker		1		1
George Shepard		1		1
George Young		1		1
Gerald Green	2	1		3
Gerice Williams		1		1
Glenda Arias		1		1
Gloria Scott		1		1
Graylin Walker		1		1
Gregory Badgett		1		1
Gregory Estes		1		1
Gregory Robinson		1		1
Grimilda Soto		1		1
Gulliermina Green		1		1
Gyasi Payton		1		1
Hampton Inn Shelter	2			2
Han Lee		1		1
Hana Tamrat		1		1
Harold Morgan	1	1		2
Hayat Sayed		1		1
Hayden Bernard	1	1		2
Heather Thorne		1		1
Henok Mulugeta		1		1
Henry Button		1		1

Herbert Anthony		1	1
Herbert Lee		1	1
Herman Bunch		1	1
Hezekiah Smith	1	1	2
Holiday Inn		1	1
HOMELESS UNIT STAFF		1	1
leesha Reid		1	1
lesha Rogers	1		1
Iliana Umanzor		1	1
India Toyne		1	1
Ivayne Washington		1	1
IYON JOHNSON	1	1	2
Jackie Burton		1	1
Jacob Jelks		1	1
Jacqueline Leake		1	1
Jacquisha Jackson		1	1
Jai Smith		1	1
Jaida Ross		1	1
Jaleesa Miller		1	1
Jalincia King	1	1	2
Jamea Gaskins		1	1
James Wallace		1	1
Jamie Washington-Thomas		1	1
Jana Lee		1	1
Janai Nickens		1	1
JaNay Clemons	1	1	2
jane jones		1	1
Janela Straker		1	1
Jarard Farrar		1	1
Jasmine Edwards		1	1
Jasmine Franklin		1	1
Jasmine Richardson		1	1
Jasmine Thompson		1	1
Jasmine Wilson		2	2

Jasmine Wolfe	2	1	3
Jason Garner		1	1
Javon Mabry	1	1	2
javon wells		1	1
Jayne Davis		1	1
Jazamine Stallings		1	1
Jazmine Adair		1	1
Jeanay Bullock		1	1
Jeanesse StAubyn		1	1
Jeania Anderson		1	1
Jeannette Canty		1	1
Jeff Borkman		1	1
Jeneen Mcdowell		1	1
Jenice Hall		1	1
Jennifer Crawford	1	1	2
Jennifer Dean	1	1	2
Jennifer Gonzales		1	1
Jennifer Mine		1	1
Jennifer Valdivieso		1	1
Jeri Bachman		1	1
Jermaine Kenner		1	1
Jermaine Washington		1	1
Jermyah Graves		1	1
Jerod Lee		1	1
Jerome Nicks		1	1
Jerome Williams		3	3
Jeromea Hilliard		1	1
Jerrilyn Black		1	1
Jerry Fitzgerald		1	1
Jerry Osei		1	1
Jeryl Harris		1	1
Jessica Adair		1	1
Jessica Bacon		1	1
Jessica Green		1	1

Jessica Parker		1		1
JeTonya Govan		1		1
Jewell Foggie-Brown		1		1
JNai Rogers		1		1
Joann Gomez		1		1
Jocelyn Golphin		1		1
Johanna Skrine		1		1
John Esiekpe		1		1
John Hawkins		1		1
John Murphy		1		1
John Savage		1		1
Jonathan Cameron		1		1
jonathan smith	1	1		2
JONELL KIRK		1		1
Jordan Ballard			1	1
Jose Antezana		1	1	2
Jose Barahona		1		1
Joseph Andargie		1		1
Joseph Mitchell		1		1
Joseph Mitchell, Jr.		1		1
Josetta Addison		1		1
Josette Hardhy				1
Joshua Baggett		1		1
Joshua Thomas		1		1
Joy Hogue		1		1
Joy Keith		1		1
Joy Roberson		1		1
Joyce Phillips		1		1
Joyce Speaks	1	1		2
Juan Hernandez		1		1
Juana Ubau		1		1
Judith Forde		1		1
Judith Tanner		1		1
Judy Williams	1	1		2

Julie Gallagher		1		1
Julie Hong		1		1
Justin Brown	2	2		4
Kalecia Baity		1		1
kamala mayo		1		1
kammy brown		1		1
Kandace Davis		1		1
Kandis Driscoll		1		1
Kandy White		1		1
Kanesha Brown		1		1
Kanili Sharp		1		1
Kanisha Cox		1		1
Kanisha Hudson		1		1
Kara Carmichael		1		1
Karen Parker		1		1
Karen Riley		1		1
Karen Watts		1		1
Karla Chandler		1		1
Kathy Robinson		1		1
Kathy Winfield		1		1
Katie Purcell		1		1
Kau Korto		1		1
Kayode Tomiye		1		1
Keiomi Berry		1		1
Keira Markham		1		1
Keisha Jones		1		1
Kellie Simon		1		1
Kemmy Antoine		1		1
Kendra Frederick			1	1
Kendra Rhoden		1		1
Kenya Butler		1		1
kenya douglas		1		1
Kenyawna Hudgens		1		1
Keon Savory		1		1

Keosha James		1		1
Keturah Thompson		1		1
Kevin Hill		1		1
Kevin Perry		1		1
Kevin Smith		1		1
Kevin Valentine		1		1
Keyawana Hudgens			1	1
Kia Oliver		1		1
Kia Williams	1	1		2
Kiana Blackstone		2		2
Kianca Black		1		1
Kierica Carter		1		1
Kim Alexander		1		1
Kim Tenhor		1		1
Kim Wanza	2	1	1	4
Kim Williams		1		1
Kim Wilson	1	1		2
Kimaada Holloway		1		1
Kimberly Baxter		1		1
Kimberly Freeman		1		1
Kimberly Hawkins		1		1
Kimberly Jones		1		1
KIMBERLY MCGHEE		1		1
Kimberly McQueen		1		1
Kimberly Niono		1		1
Kimberly Peterson		1		1
Krystal Bailey	1	1		2
Krystle Gomez		1		1
Kumar Manickam		1		1
Kyle Johnson		1		1
Kyra Holland		1		1
Kysha Persha		1		1
Lacresha Morris		1		1
Lai Ching-Cecilia Ng		1		1

Lai-Ajha Dixon		1		1
Lakia Powell		1		1
Lakisha Mulheron		1		1
Lan Cung		1		1
Lanae Mitchell		1		1
LaPortia Jackson		1		1
Lashaunta Davis		2		2
Lashauntay Yeldell		1		1
LaShawn Garner		1		1
LaShawn Glover		1		1
LaSheema Burnett		1		1
La'shelya Sewell		1		1
Lashon Crumlin		1		1
Lastenia Pretlow-Brathwaite		1	1	2
LaTarcia Wilkins		1		1
Lataya Brown		1		1
Lateisha Ashe		1		1
Latese Barksdale		1		1
Latisha Kinard		1		1
LaTonya Kyler		1		1
Latonya Ruffin		1		1
Latosha Terry		1		1
Latoya Jackson		1		1
Latoya Mayo		1		1
Latoya Owens		1		1
LAURA ZEILINGER	1	1		2
Lauren Adams		1		1
Lauren Bunns		1		1
Lauren Nance		1		1
Lauren Oglesby		1		1
Lauren Proctor		1		1
Lavon Harris		1		1
LaWanda Wilson		1		1
Leah Kirk		1		1

Leander Skeete		1		1
Lekia Smith		1		1
Lekicia Johnson		1		1
Leon Fields		1		1
Leonora Hansford		1		1
Leroy Warren		1		1
LEShae Guy		1		1
Lesley Newman		1		1
Lester Cuffie		1		1
Leticia Dyer		1		1
Linda Logan		1		1
Lindsay Hansome		1		1
Lisa Albury		1		1
Lisa Berry		1		1
lisa franklin		1		1
Lisa Weathersby-Bell		1		1
Lloyd Osei		1		1
Lochelle Wertz		1		1
Lora Evans		1		1
Lora Roots		1		1
Lorena Sorto		1		1
Lorraine Quarles	1	1		2
LoToya Bass		1		1
Lucille Odoms		1	1	2
Luis Suazo		1		1
Lunden Collins		1		1
Lyndsey Miller-Vierra		1		1
Lynell Marsh		1		1
Lynette Spriggs		1		1
Lynnwood Campbell		1		1
Madan Mohan	1	1		2
Madeleine Solan		1		1
Makisha Jackson			1	1
Manuel Orozco		1		1

Manuel Roque	1	1	2
Marchelleh White		1	1
Marcia Brittingham		1	1
Marckea Melton		1	1
Marcus Hill		1	1
Maria Granados		1	1
Maria Jackson-Logan		1	1
Marilyn Shell		1	1
Mark Daniels		1	1
Mark Dean-Goodman		1	1
Mark Matheson		1	1
Mark Tynes		1	1
Marlana Savoy		1	1
Marleen Aldana		1	1
Marlene Akas		1	1
Marquieta Luckey		1	1
Marquisha Dickson		1	1
MARQUITA SMITH		1	1
Marqwetta Williams		1	1
Martha Cloyd		1	1
Martha Graves	1		1
Martin Wells		1	1
Martina GREEN		1	1
Martina Guy	1	1	2
Martine Pierrot		1	1
Marvarene Carnegie		1	1
Marvin Peoples		1	1
Mary Farmer-Allen		1	1
Mary Jones		1	1
Mary Rayment			1
Mary Williams		1	1
Matthew McKearn		1	1
Maurice Williams		1	1
Maya Gilliam		1	1

Mayra Vasquez-Melgar	1	1
Meena Amiree	1	1
megan kearney	1	1
Megan McCarthy	1	1
Meka Burch	1	1
Melesech Gelaw	1	1
Melissa Hall	1	1
Melvin Barfield	1	1
Menen Worku	1	1
Merle Garcia	1	1
Meta Trivers	1	1
Meyond Nailing	1	1
Michael Duran	1	1
Michael Lancaster	1	1
Michael Miller	1	1
Michele Bailey	1	1
Michelle Alston	1	1
Michelle Brown	1	1
Michelle Malebranche	1	1
Michelle Maringe	1	1
MICHELLE NEAL	1	1
Michelle Whitney	1	1
Mike Richard	1	1
Milan Williams	1	1
Mildred Spruill	1	1
Mineto Clemons	1	1
Miriam Torres	1	1
Miya Raspberry	1	1
Monae Gudger	1	1
Monee Thomas	1	1
Monica Brown	1	1
Monica Ferguson	1	1
Monica McDonald	1	1
Monique Buchanan	1	1

Monique Cameron		1		1
Mon'que cook	1			1
Montrice Williams		1		1
Morris Thorpe		1	1	2
Mulunesh Woldemariam	1	1		2
Mulunesh Woldemarian			1	1
Myia Flemmings		1		1
Nachelle Jenkins		1		1
Nada Mohamed		1		1
Nakia Felton		1		1
Nakia Taylor		1		1
Nakima Davis		1		1
Nancy Holt		1		1
Nancy Panda		1		1
Naomi Bellot		1		1
Naomi Eversley	1			1
Naomi Gilliam-Broady	1	1		2
Naquita Odom		1		1
Nataee Hollowell		1		1
Natasha Brown		2	1	3
Natasha Harrison		1		1
NATASHA MCCOY		1	1	2
Natasha Simpson		1		1
Nathan Minor	1	1		2
Nathanael Steward		1		1
NATHANIEL GOODWIN		1		1
Nathaniel McNair		1		1
Natonya Harris		1		1
Nawal Al-Mansour		1		1
Nelson Manga		1		1
Nia Rainey		1		1
Nicole Daley-Renard		1		1
Nicole Davis		1		1
Nicole Hagedorn		1		1

Nicole McMurray		1		1
Nicole Stewart		1		1
Nigusie Dagne		1		1
Nija Hepburn-Nelson		1		1
Nikeisa Dollard		1		1
Nikesha Lucas		1		1
Nikki Price		1		1
Noah Abraham	1	1		2
Nombuyiselo Shaw		2		2
Noreen Dewitt		1		1
Norletta Jones		1		1
Nubia Gomez		1		1
Nyree McMillan		1		1
OCFO SPARE	1			1
OCFO UNASSIGNED	1			1
OEM	2			2
OIS OFFICE	1			1
OIS SPARE	6	12	1	19
OIS UNASSIGNED	1			1
Olamide Ogbara		1		1
OLGA BRIZUELA		1		1
Olga Sherrod		1		1
Olin Johnson		1		1
Omar Jones		1		1
OMBUDSMAN TSC		1		1
Omotayo Ajani		1		1
Opal Waldron		1		1
Ousanas Jabulani		1		1
Pamela Brown	1	1		2
Parythina Harris		1		1
Patrice Faison		1		1
Patrice Kennedy		1		1
Patricia Alston		1		1
Patricia Hunter		1		1

Patricia White		1	1
Patricia Wilson		1	1
Paul Bowman		2	2
Paula Cills		1	1
Paula Lewis		1	1
Pearl Thompson		1	1
PEPV	2	2	4
phelan sanders		1	1
Pierre Batchler		1	1
Porschia Crawford		1	1
Precious Eshiet		1	1
Precious Washington		1	1
Priscilla Burnett		1	1
Profula Robinson		1	1
Quameice Harris		1	1
Quanita Wooten		1	1
Quiera Evans		1	1
Quyem Nguyen		1	1
Racheal Plaskon		1	1
Rachel Clark		1	1
Rachel Pierre		1	1
Rachelle Raphael		1	1
Ralph Davis		1	1
Ramona Crocker		1	1
Ramona Thomas		1	1
Ramonac Thomas	1		1
Ramone Williams		1	1
Randora Coates		1	1
Rashai Lee		1	1
Rashanna Roach		1	1
Rashida Creque		1	1
Raven Jeffers		1	1
Raymond Mavritte		1	1
Rebecca Worrell		1	1

Recnequia Dickens		1		1
Regina Barber		1		1
Regina Mozie		1		1
Reginald Harrison		1		1
Rene Smith	1	1		2
Renee Butler		1		1
Renee Miller		1		1
Renee Wright		1		1
Rhamsye Brown	1	2	1	4
Rhea Bush		1		1
Rhea Shaw		1		1
Rhesia Pittman		1		1
Rholanda Anderson		1		1
Ria Ryan		1		1
Ricardo Guerra		1		1
Richard Ayodele		1		1
Richard Walker	1	1		2
Ricky Wilson	1	1		2
Rita Garey		1		1
Robert Doswell		1		1
Robert Jenkins		1		1
Robiel Gerezegiher		1		1
Robin Booker		1		1
robin rollins		1		1
Rochelle Bryant		1		1
Rodney Savoy		1		1
Rodney Williams		1		1
Ronald Boone		1		1
Ronneika Marshall		1		1
Rosalie Sanchez		1		1
Roslynn Whitmire		1		1
Rouguiatou Bah		1		1
Roxanne Allen-Silver		1		1
Roy Haynes		1		1

ROY WITHERSPOON		1	1
Ruby Cherry		1	1
Ruth Nivar		1	1
Ruth Rich		1	1
SABNAM Nepal		1	1
Sabrina Moore		1	1
Sabrina Palmer-Tobias		1	1
Sabrina Tate		1	1
Sade Plenty		1	1
Samilia Kamara		1	1
Samyrah Ahoussou		1	1
Sandra Briscoe		1	1
SANDRA LAURIE	1	1	2
Sara Tekle		1	1
SARIAN SAMURA	1		1
Savitira Brown		1	1
Scott Sibley	1	21	22
Segun Kuti		1	1
Shaheena Byrd		1	1
Shamar Latunde		1	1
Shamia Irving		1	1
Shaneja Brown		1	1
Shanice Gomire		1	1
Shante McGee		1	1
Shante Williams		1	1
Sharday Ford		1	1
Sharen Biggs		1	1
Shari Smiley		1	1
sharlene clarke		1	1
Sharyn Black		1	1
Shaun Hughes		1	1
Shaunna Sutherland		1	1
Shavana Joaquin		1	1
Shawn Gaines		1	1

Shawn Smith		1		1
SHAWN SPENCER		1		1
Shawna Hampton		1		1
Shawnee Tillman		1		1
Shawntelle Nesmith		1	1	2
Shawon Simpkins		1		1
SHAYLA THOMAS		1		3
Sheba Parker		1		1
Sheena Nicholson	1	1		2
Sheila Burt		1		1
Sheila Clark		1		1
Sheila Jones		1		1
Sheila Jordan	1	1		2
Shelita Ellis		1		1
shemeles arega		1		1
shena edwards		1		1
Sherelle Duckett		1		1
Shernise Saunders		1		1
Sherrie McDowell	1	1		2
Shiree Duncan		1		1
Shontay Clark		1		1
Shwandra Dean		1		1
silena smith		1		1
Silva Lewis		1		1
Silvia Blocker		1		1
Simone Mayes		1		1
Solomon Kassa		1		1
Sondra Jackson		1		1
Sondra Phillips-Gilbert		1		1
Sonya Crudup		1		1
Sophia Hill		1		1
Sophia Okonkwo		1		1
Stacey Johnson		1		1
Stacy Fenner		1		1

Stephanie Alston		1		1
stephanie blackburn		1		1
Stephanie Bloch		1		1
Stephanie Davis	2	1		3
Stephanie Goode		1		1
Stephanie Kellogg		1		1
Stephanie Poplar		1		1
Stephanie Reid		1	1	2
Stephon Garrett		1		1
Steven Greene		1		1
Subrina Sweet	1	1		2
Susan Hainey		1		1
Suzanne Baskerville		2		2
Sylmae Decker		1		1
Tahirah Marshall		1		1
Tai Kearse		1		1
Tai Meah		1		1
Taiwo Akinlosotu		1		1
Tajuana Smith		1		1
Tamesha Veasley		1		1
Tamia Baxter		1		1
Tamiko Harris		1		1
TAMIKO SWANN	1			1
Tammie Sommons		1		1
Tammy Campbell		1		1
Tammy Lorick		1		1
Tamprisa Thomas		1		1
Taneika Farmer		1		1
Tania Mortensen		1		1
Tanisha Schlechtriem		1		1
Tanyia Hamilton		1		1
Tara Hammond		1		1
Tara Mccoy		1		1
Tarrese Thompkins		1		1

Tasha Williams		1	1
Tatiana Clark		1	1
Tatyanna Saunders		1	1
Tavon Taylor		1	1
Tawana Holland		1	1
tawana mitchell		1	1
Tawanna Edwards		1	1
Ted Joseph		1	1
tekara odom-crosby		1	1
TELCOM DHS	6	38	44
Telisia Dodd		1	1
Tenarki Lewis		1	1
Tenesha Williams		1	1
Tenisha Pugh		1	1
tereguebode gougou		1	1
Teresa Brown	1		1
Teresa Davis		1	1
Teresad Brown		1	1
Terez Haffenden		1	1
Teri Winston		1	1
Terrance Admore		1	1
TERRANCE POLLARD		1	1
Terrence Gray		1	1
Terry Johnson		1	1
Theodore Howard		1	1
Theresa Early	1	1	2
Thomas Biggs		1	1
Thomas Roberts		1	1
Thomas Young		1	1
Tia Bowman		1	1
Tiajuana Thomas		1	1
Tianna LaPrince		1	1
tiarra perry		1	1
Tiffany Culley		1	1

Tiffany Lynch		1		1
Tiffany Misher		1		1
Tiffany Prioleau		1		1
Tiffany Tyler		1		1
Tiffany Warren		1		1
Tiffany White		1		1
Tigist Wodajo		1		1
Timi Smith		1		1
TineeSha Lightfoot		15	2	17
Titania Mackie		1		1
Tolicia Butler	1	1		2
Tom Stanley-Becker		1		1
Toni Garrett		1		1
Tonyka McClinton		1		1
Tori Thorne		1		1
Tornesha Bradley		1		1
Torriano Stewart		1		1
toya fisher		1		1
Traci Lindsay		1		1
Tracy Felton		1		1
Tracy Winkle		1		1
Trecia Lewis		1		1
Treshawn Jones		1		1
Trina Roberts		1	1	2
Tunde Eboda		1		1
Tyayana Jones		1		1
Tynisha Owens		1		1
Tyra Cotton		1		1
Tyrell Dalrymple		1		1
Ureka Wise		1		1
Valencia Thompson		1		1
Valerie Blunt		1		1
Valonda Washington		1		1
Vanessa Franklin		1		1

Vanessa Garner		1		1
Velisa Knatt		1		1
Vernard Portis	1	1		2
Veronica Jacques		1		1
Veronica McCarter		1		1
Veronica Powell		1		1
Victoria Akinnuso		1		1
Victoria Harris		1		1
Vintoria Gardner		1		1
Violetta Dubose		1		1
Virginia Walker		1	1	2
Virginia Williams		1		1
Vivessia Avent		1		1
Wallace Sampson		1		1
Wallace Yeboah		1		1
Walter Alvarez		1		1
Wanda Montgomery	1	1		2
Wanda Reed		1		1
Warner Coleman		1		1
Wassila Jordon		1		1
Wendy Soriano		1		1
Wesley Smith	1	1		2
Wilhelmine Johnson		1		1
William Dixon		1		1
William Dunlap			1	1
William Green		1		1
William Mack		1		1
William Stewart		1		1
William West		1		1
William Young		1		1
Wyllette Burton		1		1
Yakelyn Castillo		1		1
Yasir Rafi		2		2
Yodit Medhane		1		1

Yohanna Miller		1				1
Yolanda Andrews		1				1
Yolanda Littlejohn		1				1
Yolanda Pearson		1				1
Yurmeiki Oakley		1				1
Yvelise Lee		1				1
Yvette Nelson		1				1
Yvette Rawley		1				1
Yvette Tucker		1				1
Yvonne Munroe		1				1
Zachary Dildy	1					1
Zina Anderson		2				2
Zina Williams		1				1
Zulma Mendez		1				1
Grand Total	161	1249	12	27	11	1460

Department Assigned to Vehicle	Vehicle/Equip Tag	Year/Make/Model	Leased/Owned	FY22 Accidents	FY23 Accidents
DHS, Office of the Director	52-14143	2018 Dodge Caravan	Leased	None	None
DHS, Office of the Director	52-11803	2017 Ford F-250	Leased	None	None
DHS, Office of the Director	52-11918	2018 Dodge Caravan	Leased	None	None
DHS, Office of the Director	52-11968	2018 Toyota Sienna	Leased	None	None
DHS, Office of the Director	52-11936	2018 Dodge Caravan	Leased	None	None
DHS, Office of the Director	52-FL078	2000 Yale Forklift	Owned	None	None
DHS, Office of the Director	52-FL092	2000 Yale Forklift	Owned	None	None
DHS, Office of the Director	52-FL122	2000 Crown TM20	Owned	None	None
DHS, Office of the Director	52-FL594	2000 Yale Forklift	Owned	None	None
DHS, Office of the Director	52-FL606	2000 X Forklift	Owned	None	None
DHS, Office of the Director	52-FL990	2000 Clark Forklift	Owned	None	None
DHS, Office of the Director	95-A34N	TCM Fork Lift	Loaner/ From DPW	None	None
DHS, Office of the Director	52-11812	CargoMate Utility	Owned	None	None
DHS, Office of the Director	52-13575	2020 COMFORT OF HOME4st 13' LAUNDRY TRAILER	Owned	None	None
DHS, Economic Security Admin	52-1371	1999 Ford F-800	Owned PDA	None	None
DHS, Economic Security Admin	52-1372	1998 Ram F-350	Owned PDA	None	None
DHS, Economic Security Admin	52-1378	1989 GMC P30	Owned PDA	None	None
DHS, Economic Security Admin	52-12373	2018 Toyota Corolla	Leased	None	None
DHS, Economic Security Admin	52-10823	2015 Dodge Grand Caravan	Owned PDA	None	None
DHS, Economic Security Admin	52-10824	2015 Dodge Grand Caravan	Owned	None	None
DHS, Economic Security Admin	52-10825	2015 Dodge Grand Caravan	Owned	None	None
DHS, Economic Security Admin	52-10826	2015 Dodge Grand Caravan	Owned	None	None
DHS, Economic Security Admin	52-12375	2018 Toyota Corolla	Leased	None	None
DHS, Office of Performance Review Monitoring and Investigation	52-11924	2018 Dodge Caravan	Leased	None	None
DHS, Family Services Admin	52-5846	2006 Freightliner W150	Owned	None	None
DHS, Family Services Admin	52-11985	2018 Ford Transit 15 Pass Van	Leased	None	None
DHS, Family Services Admin	52-7895	2011 Chevrolet Impala	Owned	None	None
DHS, Family Services Admin	52-7909	2011 Chevrolet Impala	Owned	None	None
DHS, Family Services Admin	52-7910	2011 Chevrolet Impala	Owned	None	None
DHS, Family Services Admin	52-8974	2008 Dodge Caravan	Owned	None	None
DHS, Family Services Admin	52-12366	2018 Dodge Caravan	Leased	None	None
DHS, Family Services Admin	52-11196	2015 Chevrolet Express Van	Owned	None	None
DHS, Family Services Admin	52-11638	2017 ADA Dodge Grand Caravan	Owned	None	None
DHS, Office of Information Systems	52-12367	2018 Dodge Ram 1500	Leased	None	None
DHS, Office of Information Systems	52-12362	2018 Dodge Caravan	Leased	None	None
DHS, Office of the Chief Financial Officer	52-11913	2013 Dodge Caravan	Leased	None	None

FISCAL YEAR 2022					
	Name of Employee	Admin	Travel Date	Travel Expenses	Justification
1.	Dena Hasan	OD	5/10/22-5/13/22	\$2,429.82	Attending and Presenting at the National Health Care for the Homeless Council
2.	Rachel Pierre	OD	7/28/2022	\$164.00	Family Services Administrator, attending Washington, DC Affordable Housing Summit
3.	Laura Zeilinger	OD	8/14/22-8/17/22	\$1,867.64	APHSA Economic Mobility & Well-Being Annual Conference
4.	Dena Hasan	OD	9/11/22- 9/14/22	\$813.35	Attending and Presenting at the National Academy for State Health Policy, 35 th Annual State Health Policy
5.	Debra Crawford	FSA	01/18/2023-01/20/2023	\$1,566.19	Unified Border Coordination led by the United States State's Department of Health and Human Services and California's Governor's Office of Emergency Services, with sustained involvement from the state's social services, public health, and emergency medical services agencies. Purpose was to observe the State of California's Testing, Vaccination, and Resource Centers (TVRCs) to provide arriving migrants with screening, testing, and vaccination services to minimize the spread of COVID-19 for migrants entering the United States of America at a facility located in San Diego, California. (Airfare, Ground Transportation, Meals, Hotel)
6.	Anthony Newman	FSA	3/1/2023-3/3/2023	\$725.00	Conference registration for National Alliance to End Homeless National Conference to be held March 1, 2023-March 3, 2023 in Oakland, CA
7.	Anthony Newman	FSA	3/1/2023-3/3/2023	\$572.47	Travel to National Alliance to End Homelessness to Oakland, CA (Airfare)
8.	A. Rachel Pierre	FSA	3/1/2023-3/3/2023	\$851.26	Travel to National Alliance to End Homelessness to Oakland, CA (Airfare)
9.	A. Rachel Pierre	FSA	11/22/2022	\$357.20	Travel to Alliance Leadership Council Meeting of the National Alliance to End Homelessness in Atlanta, Ga (Airfare)
10.	Debra Crawford	FSA	01/18/2023-01/20/2023	\$1,566.19	Unified Border Coordination led by the United States State's Department of Health and Human Services and California's Governor's Office of Emergency Services, with sustained involvement from the state's social services, public health, and emergency medical services agencies. Purpose was to observe the State of California's Testing, Vaccination, and Resource Centers (TVRCs) to provide arriving migrants with screening, testing, and vaccination services to minimize the spread of COVID-19 for migrants entering the United States of America at a facility located in San Diego, California. (Airfare, Ground Transportation, Meals, Hotel)

FISCAL YEAR 2023					
	Name of Employee	Admin	Travel Date	Travel Expenses	Justification
1.	Christa Phillips	OPRMI	10/24 – 10/26	\$955.02	Federal Requirement – 2022 ISM Annual Conference & Expo (Hosted by the American Public Human Services Association)
2.	Jerome Plater	OIS	10/23/22	\$850.00	2022 ISM Annual Conference and Expo registration fees
3.	Yasir Rafi	OIS	10/23/22	\$850.00	2022 ISM Annual Conference and Expo registration fees
4.	Shaday Doyley	OIS	10/23/22	\$575.00	2022 ISM Annual Conference and Expo registration fees. One day fee.
5.	Christa Phillips	OPRMI	8/8/2022 – 8/12/2022	\$1,742.26	Federal Requirement – 2022 Texas Fraud Awareness & Prevention Conference
6.	Ebony Davis	OPRMI	8/8/2022 – 8/12/2022	\$1,575.88	Federal Requirement – 2022 Texas Fraud Awareness & Prevention Conference
7.	Tolicia Hill	OPRMI	8/8/2022 – 8/12/2022	\$1,769.17	Federal Requirement – 2022 Texas Fraud Awareness & Prevention Conference
8.	Cherie Harmon	OPRMI	8/8/2022 – 8/12/2022	\$1,562.30	Federal Requirement – 2022 Texas Fraud Awareness & Prevention Conference
9.	Christa Phillips	OPRMI	8/14/2022 – 8/17/2022	\$1,756.59	Federal Requirement – 2022 Economic Mobility & Well-Being Training Conference (NAIPM)
10.	Paul Bowman	OPRMI	8/14/2022 – 8/17/2022	\$2,055.59	Federal Requirement – 2022 Economic Mobility & Well-Being Training Conference (NAIPM)
11.	La'Shelya Sewell	OPRMI	8/14/2022 – 8/17/2022	\$2,008.13	Federal Requirement – 2022 Economic Mobility & Well-Being Training Conference (NAIPM)
12.	Nicole Daley-Renard	OPRMI	8/14/2022 – 8/17/2022	\$2,009.00	Federal Requirement – 2022 Economic Mobility & Well-Being Training Conference (NAIPM)
13.	Aprille Chisley-Williams	OPRMI	8/14/2022 – 8/17/2022	\$2,087.65	Federal Requirement – 2022 Economic Mobility & Well-Being Training Conference (NAIPM)
14.	Wassila Jordon	OPRMI	8/14/2022 – 8/17/2022	\$2,078.47	Federal Requirement – 2022 Economic Mobility & Well-Being Training Conference (NAIPM)
15.	Christa Phillips	OPRMI	9/26/2022 – 9/29/2022	\$1,692.26	Federal Requirement – United Council on Welfare Fraud Annual Training Conference
16.	Rosalind Williams	OPRMI	9/26/2022 – 9/29/2022	\$2,157.95	Federal Requirement – United Council on Welfare Fraud Annual Training Conference
17.	Chauntini Clark	OPRMI	9/26/2022 – 9/29/2022	\$2,284.34	Federal Requirement – United Council on Welfare Fraud Annual Training Conference

18.	Clinton Curry	ESA	5/15/22 – 5/19/22	\$2,201.65	Staff attended the National Association of Workforce Development Professionals Annual Conference in Las Vegas, NV
19.	Julius Hill	ESA	5/15/22 – 5/19/22	\$2,070.69	Staff attended the National Association of Workforce Development Professionals Annual Conference in Las Vegas, NV
20.	Christian Okonkwo	ESA	5/15/22 – 5/19/22	\$2,250.27	Staff attended the National Association of Workforce Development Professionals Annual Conference in Las Vegas, NV
21.	David Sloand	ESA	5/17/22 – 5/18/22	\$519.00	Registration for Mr. Sloand to attend the Code of America Summit: Building a path forward together
22.	Anthea Seymour	ESA	6/12/22 – 6/15/22	\$994.54	Staff attended the APHSA, National Health & Human Services 2022 Summit in Arlington, VA
23.	Francine Miller	ESA	6/12/22 – 6/15/22	\$1,106.00	Staff attended the APHSA, National Health & Human Services 2022 Summit in Arlington, VA
24.	Brian Campbell	ESA	6/12/22 – 6/15/22	\$950.00	Staff attended the APHSA, National Health & Human Services 2022 Summit in Arlington, VA
25.	Carla Drake	ESA	6/12/22 – 6/15/22	\$1,005.54	Staff attended the APHSA, National Health & Human Services 2022 Summit in Arlington, VA
26.	Kenya Butler	ESA	6/12/22 – 6/15/22	\$1,025.00	Staff attended the APHSA, National Health & Human Services 2022 Summit in Arlington, VA
27.	Shelita Martin	ESA	6/12/22 – 6/15/22	\$1,101.54	Staff attended the APHSA, National Health & Human Services 2022 Summit
28.	Quameice Harris	ESA	6/12/22 – 6/15/22	\$1,103.00	Staff attended the APHSA, National Health & Human Services 2022 Summit in Arlington, VA
29.	Anthea Seymour	ESA	8/14/22 – 8/17/22	\$1,730.24	Staff attended the APHSA Economic Mobility Well-Being Annual Conference in Savannah, GA
30.	Bridgette Acklin	ESA	8/14/22 – 8/17/22	\$1,757.44	Staff attended the APHSA Economic Mobility Well-Being Annual Conference in Savannah, GA
31.	Pearl Thompson	ESA	8/14/22 – 8/17/22	\$1,852.04	Staff attended the APHSA Economic Mobility Well-Being Annual Conference in Savannah, GA
32.	Taylor Woods	ESA	8/14/22 – 8/17/22	\$1,812.27	Staff attended the APHSA Economic Mobility Well-Being Annual Conference in Savannah, GA
33.	Matthew McKearn	ESA	8/14/22 – 8/17/22	\$2,176.54	Staff attended the APHSA Economic Mobility Well-Being Annual Conference in Savannah, GA
34.	Kandis Driscoll	ESA	8/14/22 – 8/17/22	\$1,710.75	Staff attended the APHSA Economic Mobility Well-Being Annual Conference in Savannah, GA

Name	Position Number	Title	Program	Fund	Salary	Overtime Amount (FY22)	Bonus Pay
Brent,Shopintoinne V	85986	Program Analyst	100071	1010001	\$101,085		\$3,445
Clark,Sheila S	70991	Deputy Administrator, Youth Se	700176	1010001	\$142,100		\$4,881
Crawford,Debra R	9971	DEP ADM, FAMILY SERVICES ADM	700186	1010001	\$160,389		\$5,614
Franklin Kelly,Lisa C	3789	Capital Operations Project Mgr	100154	1010001	\$161,463		\$5,651
Harper,Deborah A.	88569	PINS Diversion Program Manager	700176	1010001	\$144,241		\$4,901
Newman,Marvin A	6853	POLICY ANALYST	100071	1010001	\$108,260		\$3,687
Newman,Stephanie Bloch	17243	Deputy Administrator for Innov	100071	1010001	\$140,679		\$4,924
Santos,Adela M	75829	Program Analyst	100071	1010001	\$101,085	\$7,588	\$3,445
Abraham,Noah N.	2563	Deputy Admin., Homeless Svcs.	700181	4020002	\$146,436		\$5,125
Acklin,Bridgette A	24573	Program Manager	700113	4020002	\$103,124		\$3,281
Adams,Channon Taren	104182	Program Manager	700193	1010001	\$106,575	\$2,024	
Ahmed,Raihan I	30577	Strategic Planning Officer	700145	4020002	\$135,403		\$4,739
Akas,Marlene Y	14655	Human Resources Officer III	100058	4020002	\$144,513		\$4,968
AKINNUSO,VICTORIA A	22363	Investigator	700156	1010001	\$101,085		\$3,538
Albury,Lisa Evans	93412	SUPERVISORY SOCIAL WORKER	700213	1010001	\$117,805	\$1,172	\$4,123
Amos,Annette	9609	COMPLIANCE SPECIALIST	100135	4020002	\$109,023		\$3,816
Anderson,Diane C	20624	Management Analyst	100098	1010001	\$111,171		\$3,891
Anthony,Herbert	26363	INVESTIGATOR	100135	4025002	\$109,023		\$3,816
AREGA,SHEMELES	30533	TRAINING SPECIALIST	700139	4020002	\$109,023		\$3,816
Avent,Vivessia R	37858	Program Analyst	700156	4020002	\$109,023		\$3,816
Ballard,Jordan	41764	ATTORNEY ADVISOR	100092	1010001	\$128,262		\$4,719
Basi Reddy,Aarthi	87663	IT Project Manager	100071	4025002	\$132,833		\$4,428
Baskerville,Suzanne P	25121	SUPV SOCIAL WORKER	700208	1010001	\$116,894	\$221	\$4,091
Bass,Lotoya N.	70969	Deputy Administrator for Opera	700183	4020002	\$142,100		\$3,908
Benjamin,Sherrie A. McDowell	16321	Administrative Officer	700140	1010001	\$152,741	\$6,834	\$5,346
Berlan,Meika	15082	Data Analysis Manager	700145	1010001	\$122,815		\$4,095
Berry,Keiomi N	23334	Supvy. Management Analyst	700159	1010001	\$103,080	\$6,435	\$3,280
Best,Constance T	5132	Human Resources Officer II	100058	1010001	\$135,428	\$10,598	\$4,740
Bowman,Paul Lawrence	98039	Supervisory Investigator	100135	4020002	\$153,357		\$4,737
Brockett,Montae G.	10258	IT Project Manager	N/A	N/A	\$129,413		\$4,529
Brown,Justin B	26841	Supervisory Emergency Manageme	100154	4020002	\$143,958	\$8,294	\$5,039
Brown,Kammy Vonne	20718	Social Svcs. Program Manager	700131	1010001	\$111,650	\$15,371	\$3,908
Brown,Monica J	45610	SUPERVISORY ATTORNEY ADVISOR	100092	1010001	\$199,664		\$6,785
Brown,Rhamsye A	13603	Emergency Management Specialis	100154	1010001	\$117,064	\$4,718	\$3,987
Bryant Rollins,Garlinda	105827	Special Assistant	700138	1010001	\$138,251		\$5,849
Bunch Jr.,Herman R	30572	Services Management Specialist	700140	4020002	\$101,085		\$3,445
Burnett,Anthony M	26242	IT Spec (Application Software)	700149	4020002	\$126,508		\$4,428
Burns,Bonnie C	20935	Investigator	100135	4020002	\$101,085		\$3,445
Burra,Madan Mohan	77890	Chief Information Officer	100071	1010001	\$186,915		\$6,542
Campbell,Brian	11632	Senior Policy and Program Adv	700143	1010001	\$155,711		\$5,190
Cason,Darrell L.	93418	Program Manager	700180	1010001	\$123,952		\$3,944
Chambers,Clifton D	8073	INVESTIGATOR	100154	1010001	\$100,812		\$3,528
Chatmon,Chicora	105983	Program Analyst	700193	1010001	\$104,472	\$248	\$3,436

Chisley-Williams,Aprille T	105993	Program Analyst	100135	4020002	\$106,377	\$1,074	\$3,445
Clemons,Dexter B	21319	SUPV INFO TECH SPEC	100071	1010001	\$141,834	\$6,085	\$4,964
Clomax Tyson,Edythe E	3890	INVESTIGATOR	700156	1010001	\$109,023	\$131	\$3,816
Crudup,Sonya	13800	Prgm & Policy Anal (Strat Plan	700143	4020002	\$109,023		\$3,816
Cunningham,Chad	87665	IT Specialist (Network Svcs.)	100071	4025002	\$117,064	\$1,150	\$3,987
Curtin,Lindsay B	105873	Policy Analyst	700193	4015918	\$121,065		
David-Tanner,Judith	85924	Supervisory Homeless Coordinat	700181	4020002	\$102,152		\$3,575
Davis,Ebony	30354	Compliance & Monitoring Offcr.	100135	4020002	\$103,883	\$17,642	\$3,636
Davis,Stephanie G	15939	Social Svcs. Program Manager	700142	1010001	\$111,650		\$3,908
Diaz,Elmer	93430	Social Worker	700214	1010001	\$101,085		\$3,538
Dieuveuil,Kathy Y	9895	Social Svcs. Program Manager	700129	1010001	\$121,074		\$3,852
Dildy,Zachary A	15842	IT Spec (Application Software)	100071	4025002	\$123,360		\$4,318
Dixon,Crystal D	8583	IT Spec (Application Software)	100071	4020002	\$126,508		\$4,318
Dolison,Ernest R	5141	Data Analysis Manager	700145	1010001	\$141,554		\$4,954
Dorsey,Christi D	10841	Supervisory Quality Control Ex	100135	4020002	\$133,979		\$4,689
Doyley,Shaday	77766	IT Specialist (Security)	100071	1010001	\$104,472		
Drake,Carla Y	78059	Program Manager	700138	1010001	\$133,979		\$4,513
Dubose,Violetta Y	11348	Program Analyst	700157	4020002	\$109,023		\$3,816
Dunlap,William George	41756	ATTORNEY ADVISOR	100092	4020002	\$147,362		\$5,418
Early,Theresa	44556	Policy Analyst	700186	1010001	\$131,376		\$4,478
Eboda,Babatunde	5773	Program Officer (Community Ser	700171	4020002	\$117,231		\$4,103
Ekeh,Francis U	21381	Social Svcs. Program Manager	700131	4025002	\$111,650	\$10,368	\$3,398
Estes,Gregory D	24671	SUPV QUALITY CONTROL EXAM	100135	4020002	\$113,859		\$3,985
Fisher,Toya	27540	SUPERVISORY SOCIAL WORKER	700178	1010001	\$105,402	\$16,475	\$3,689
Flowers,Nichole	30519	Supv Mgmt and Program Analyst	700180	1010001	\$124,236		\$4,348
Fogel,Anna	70972	Deputy Administrator	700193	1010001	\$142,100		\$4,718
Gaymon,Brandon J	30500	INVESTIGATOR	700156	1010001	\$109,023		\$3,816
Gebremedhin,Ataklti	27654	Social Svcs. Program Manager	700131	4025002	\$111,650	\$264	\$3,908
Gentry,Dwayne Anthony	14232	Facilities Services Analyst	100154	4025002	\$102,440		\$3,585
Gerstenfeld,Adam M.	105885	Special Assistant	700193	4015918	\$110,753		\$3,484
Given,Erin M	90767	Program Manager	700179	1010001	\$125,240		\$4,383
Goode,Stephanie P	33754	Human Resources Specialist	100058	4020002	\$105,350	\$6,290	\$3,687
Govia,Adrian G.	26354	Human Resources Manager	100058	1010001	\$124,845		\$4,329
Graham,Damion T	30489	SOCIAL SERVICE PGM MGR	700129	1010001	\$111,650		\$3,908
Gray,Anna	87493	SUPERVISORY SOCIAL WORKER	700178	1010001	\$104,000		
Green,Gerald K	30715	IT Specialist (Syst. Admin.)	100071	4020002	\$123,360	\$19,468	\$4,318
Green,Martina	78069	Strategic Planning Officer	700143	1010001	\$115,942		\$4,058
Hainey,Susan	9236	IT Spec (Application Software)	100071	1010001	\$126,508		\$4,428
Harmon,Cherie	18276	Supervisory Investigator	100135	4020002	\$103,999	\$2,808	\$3,450
Harris,Quameice R	77767	Special Assistant	700140	1010001	\$100,812	\$96	\$3,528
Hasan,Dena L.	46139	Policy and Program Support Man	100154	1010001	\$165,761		\$5,802
Hemsley,Angela L	15938	Social Svcs. Program Manager	700333	4025002	\$111,650	\$4,557	\$3,908
Herman,Shelley	30496	Data Scientist	700145	1010001	\$102,440		\$3,484
Hernandez,Carmen	88235	Homeless Coordinator	700181	4020002	\$104,472	\$1,575	\$3,546
Hill,Tolicia M	21273	SUPVY INVEST	700156	4020002	\$108,312		\$3,791
Holland,Kyra	71484	SUPERVISORY SOCIAL WORKER	700193	1010001	\$110,635	\$12,351	\$3,445

Holland,Tawana M.	70973 Program Manager		700193	1010001	\$120,785		\$4,024
Howard,Christian Lachanea	90701 Special Assistant		700184	1010001	\$122,165		\$4,276
HUGGINS WHITE,MARCHELLE	10156 Program Analyst		700138	1010001	\$101,085		\$3,445
Hughes,Shaun L	19761 Compliance Specialist		100135	4025002	\$101,085		\$3,445
HUNTER,PATRICIA E	41813 Administrative Support Spec.		100154	4020002	\$100,812		\$3,528
Jackson,Sondra	11169 Social Svcs. Program Manager		700131	4020002	\$111,650		\$3,908
Johnson,Carmelita J	30561 Social Svcs. Program Manager		400353	1010001	\$111,650		\$3,908
Jones,Carole	12016 Assistant Deputy Administrator	N/A	N/A		\$130,692		\$4,574
Jones,Jane Denise	30565 Program Manager		700136	1010001	\$129,687		\$4,270
Jones,Mary Et	11010 ADMIN SRVS OFFICER	N/A	N/A		\$116,991		\$4,095
Jones,Norletta A	15912 Program Analyst		700157	4020002	\$106,377	\$6,134	\$3,631
Jones,Sheila Y	88236 Program Manager		700186	1010001	\$135,928	\$322	\$4,757
Jordan,Sheila Y	16685 Special Assistant		700140	1010001	\$138,253		\$4,839
Jordon,Wassila M	99215 Supervisory Quality Control Ex		100135	4020002	\$101,044	\$1,397	
Kessler,Benjamin Jacob	41811 Attorney Advisor		100092	1010001	\$106,884		
Kinard,Lauren	93717 Public Affairs Specialist		100154	1010001	\$110,768		\$3,767
King,Catherine Y	3813 SOCIAL SRVS PGM MGR INFO SYS		700134	4020002	\$122,814		\$4,298
King,Geoffrey Thomas	105495 Program Manager		700115	1010190	\$123,351		\$4,112
Kuennen,William	95191 Program Manager		700193	1010001	\$122,815		\$3,908
Lee,Han J	30488 Management & Program Analyst		100154	1010001	\$108,260	\$32,532	\$3,789
Lee,Jana	22366 Policy Analyst		700137	1010001	\$105,350		\$3,687
Lightfoot,Tinee'Sha	105960 Program Manager		700193	1010001	\$104,545		\$3,168
Lindler,Eddie Yolanda	30552 Program Manager	N/A	N/A		\$119,432		\$4,180
Lippi,Joseph	24869 Special Assistant		700193	1010001	\$124,502	\$206	\$4,348
Looper,Dana	90764 Supervisory Homeless Coordinat		700181	4020002	\$103,133		\$3,610
Lyle,Brooke	88416 SUPERVISORY SOCIAL WORKER		700193	1010001	\$106,705	\$875	\$3,590
Mack,Amy	93452 Special Assistant	N/A	N/A		\$138,251		\$4,839
MacLeod,Ainslie	10645 Special Assistant		700143	1010001	\$110,753		\$3,484
Malikasghar,Khalid	12626 Program Analyst		700145	1010001	\$101,085		\$3,445
Manickam,Saravanakumar	10998 IT Spec (App Sftware/Internet)		100071	4020002	\$126,508	\$547	\$4,428
Maringe,Michelle N	105460 Program Manager		700191	4015918	\$117,903		\$3,751
Martin,Shelita S.	41069 Data Analysis Manager		700145	1010001	\$144,708		\$4,917
Maskittie,Beverly	70971 Social Worker		700178	1010001	\$109,023	\$36,324	\$3,816
McKearn,Matthew	5468 Supervisory Policy and Program		700137	1010001	\$132,869		\$4,650
MCKIE,BYRON	16623 SUPVY TRAINING SPEC		700139	1010001	\$105,402		\$3,689
McNair,Nathaniel	25773 Management Analyst		700140	4020002	\$101,085	\$4,878	\$3,353
McNamara,Erin K.	106013 SUPERVISORY SOCIAL WORKER		700214	1010001	\$108,605		\$3,490
Meah,Turia B.	12128 Legislative Specialist		100154	1010001	\$131,376		\$4,598
Mendez,Zulma	93428 SUPERVISORY SOCIAL WORKER		700212	1010001	\$108,189	\$1,248	\$3,787
Miller,Francine	96754 Social Svcs. Program Manager		700129	1010001	\$166,351		\$5,653
Miller-Vierra,Lyndsey M	82716 Deputy Chief Operating Officer		100154	1010001	\$159,240		\$5,308
Mine',Jennifer F	95821 Supervisory Grants Management		700183	1010001	\$105,372	\$2,877	\$3,260
Moffitt,Anthony	96868 Program Manager		700212	1010001	\$114,695		\$3,398
Monroe-Carr,Brenda A.	21939 IT Project Manager		100071	1010001	\$153,227		\$5,363
Morris,Essence	623 Special Assistant		700148	4020002	\$117,628		
Mortensen,Tania M.	1516 Chief Operating Officer		100154	1010001	\$182,943		\$6,403

Mulugeta, Henok	103231	Info. Tech. Specialist (APPSW)		700193	1010001	\$117,064		
Narain, Anand	75715	IT Spec. (Applic. Software)		100071	4020002	\$103,731	\$6,293	\$3,538
Ndichu, Eric W.	105105	SUPERVISORY SOCIAL WORKER		700193	1010001	\$106,953		\$3,548
Nepal, Sabnam	86029	IT Project Manager		100071	1010001	\$132,505	\$989	\$4,058
Newkirk, Melanie	92379	SUPERVISORY SOCIAL WORKER		700193	1010001	\$109,297		\$3,825
Newman, Anthony	34490	Deputy Admin., Homeless Svcs.		700193	1010001	\$149,185		\$5,300
Newman-Adams, Lesley C	21132	Training Specialist		700139	1010001	\$107,620		\$3,538
Niono, Kimberly K.	95327	Program Analyst		700117	4020002	\$101,085		\$3,538
Ogbara, Olamide	95808	Resource Allocation Officer		700183	1010001	\$140,733		\$4,926
Owens, Tynisha S.	87323	Special Assistant		700193	1010001	\$100,812		\$3,443
Parker, Chiquita G.	3427	Social Worker		700187	1010001	\$109,023		\$3,816
Parker, Jessica D.	85978	Program Manager		700193	1010001	\$118,051		\$3,756
Parks, Jennifer Valdivieso	105562	Special Assistant		700193	4015918	\$108,260		\$3,478
Parrott, Raemon	19185	Supervisory Investigator		700156	1010001	\$113,727		\$3,980
Payne, Antoine	34470	Human Resources Specialist		100058	4020002	\$102,440	\$245	\$3,015
Perkins, Brenda C	5476	ADMIN OFFICER		100098	1010001	\$143,185		\$5,011
PHILLIPS, CHRISTA	23789	Compliance & Account. Officer		100135	1010001	\$161,399		\$5,649
Phillips-Schwartz, Joy-Ann Bri	95800	Social Worker		700191	1010001	\$103,731	\$972	\$3,538
Pierre, Ann A	8645	Dep Admin for Customer Workfor		700119	1010001	\$132,001		\$4,620
Pierre, Anne Dominique Rachel	24694	Family Services Administrator		700184	1010001	\$186,354		\$6,522
Plaskon, Racheal A	22177	Privacy and Records Management		700150	1010001	\$124,502		\$4,358
Porter, Alicia M	11030	Qual Assurance & Analysis Ofcr		700157	1010001	\$124,015	\$25,536	\$3,946
Potter, Edger	30493	Supv. Medical Officer (General		700120	4025002	\$108,018		\$3,781
Powell, Euretha F	3457	Social Svcs. Program Manager		700131	4025002	\$111,650	\$322	\$3,908
Pretlow, Lastenia B	20236	Strong Families Progrm Manager		700208	1010001	\$124,422	\$236	\$4,355
Price, Carlous R.	10536	Program Analyst		700113	4020002	\$101,085		\$3,445
Price, Denise A.	88238	SUPERVISORY SOCIAL WORKER		700180	1010001	\$117,606	\$392	\$4,116
Pugh, Synina A	30733	Facilities Coordinator	N/A	N/A		\$108,260	\$885	\$3,789
Rafi, Yasir	34950	IT Project Manager		700193	1010001	\$132,833	\$6,131	\$4,428
Rayment, Mary Ellen	36343	ATTORNEY ADVISOR		100092	1010001	\$143,149		\$5,339
Reid, Stephanie	36241	Spec. Asst. (Pol. & Prog. Coord		100135	1010001	\$138,251		\$4,839
Renard, Nicole Daley	98158	Supvy. Management Analyst		100135	1010001	\$125,537		\$4,266
Ribar, Michael R	25056	Deputy Administrator	N/A	N/A		\$154,482		\$5,407
Ricketts, Francine E	30553	Program Analyst		700134	1010001	\$101,085	\$2,211	\$3,445
Roach, Rashanna F.	100329	Management & Program Analyst		700159	1010001	\$102,440		\$3,484
Robins, Meghan	27730	Attorney Advisor		100092	4020002	\$114,010		\$4,113
Roman, David Victor	22265	Program Analyst		700157	4020002	\$109,023		\$3,816
Roque, Manuel	27642	IT Spec (Application Software)		100071	1010001	\$126,508	\$1,825	\$4,428
Ross, David J	82611	Chief of Staff		100154	1010001	\$156,284		\$5,470
Sanders, Phelan	92232	InformationTechnology Speciali		700186	1010001	\$107,620		\$3,657
Savage, John E	90696	Program Analyst		700183	1010001	\$113,916		\$3,877
Savoy, Rodney A	85817	Homeless Svcs. Program Coord.		700193	1010001	\$109,540		\$3,834
Selby Winfield, Mary K	9412	HEARING APPEALS EXAMINER		700136	4020002	\$100,812		\$3,528
Seymour, Anthea B m	11901	Economic Security Administrato		700141	4020002	\$192,524		\$6,738
Sharp, Kanili D	25288	Compliance Specialist		100135	4020002	\$101,085		\$3,445
Shepard, George L	908	Policy Analyst		700183	4020002	\$138,251		\$4,839

Simon,Kellie L	96741 Training Specialist	700139	1010001	\$101,324	\$414	\$3,353
Skeete,Leander Antonio	90700 Special Assistant	700184	1010001	\$131,377		
Sloand,David J.	40875 Program Manager	700143	1010001	\$129,687		\$4,126
Smart,Anetria L	82095 Administrative Services Superv	700140	4020002	\$128,086	\$425	\$4,483
Smith,Curtis	105483 Program Analyst	700115	1010190	\$101,324	\$585	\$3,353
Smith,Wesley W	15672 IT Spec (App Sftwre/Data Mgmt)	100071	4025002	\$126,508	\$730	\$4,428
Solan,Madeleine	82434 Senior Policy and Program Advi	700184	1010001	\$133,217		\$4,663
Sommons,Tammie	106045 Human Resources Specialist	700193	4015918	\$105,350	\$13,631	\$3,280
Speaks-Hellams,Joyce A	13218 Assistant Deputy Administrator	700333	4020002	\$130,691	\$898	\$4,574
Spencer,Alma B	21342 Supervisory Program Analyst	700149	4020002	\$107,616		\$3,767
Stancell,Cheryl	34941 SUPERVISORY SOCIAL WORKER	700178	1010001	\$119,952		\$4,198
Stewart 3rd,William A	30580 FACILITY PGM MGR	100154	1010001	\$124,509		\$4,358
Sweet,Subrina A	26611 Services Management Specialist	700140	4020002	\$101,085	\$71	\$3,445
Tabb,Roy A	7656 IT Spec (Application Software)	N/A	N/A	\$126,508		\$4,428
Taylor,Debra Cunningham	77648 Program Analyst (Suprt Oper).	700140	4020002	\$101,085		\$3,538
Taylor-Godwin,Deborah	35242 HEARING EXAMINER	100154	4020002	\$100,812		\$3,528
Tenhor,Kim A	2303 SOCIAL WORKER	700193	1010001	\$109,023		\$3,816
Travers,John R	22419 Management & Program Analyst	700129	1010001	\$108,260		
Tucker,Allison	27502 Homeless Coordinator	700181	4020002	\$123,360		\$4,207
Tyler,Tiffany E	9126 Policy Analyst	700181	4020002	\$103,731	\$299	\$3,631
Valentine,Kevin	98192 Communications and Community O	100098	1010001	\$128,396		
VASQUEZ,MAYRA E	20409 Social Worker	700193	1010001	\$101,085	\$8,395	\$3,538
Walker,Nicholas	95341 Data Scientist	700145	4020002	\$105,350	\$499	\$3,687
Walker,Virginia C	739 Supervisory Homeless Coordinat	700193	1010001	\$102,529		\$3,589
Warren Jr.,Robert	41765 ATTORNEY ADVISOR	100092	1010001	\$164,214		\$3,138
Wilder,Beverly J	77763 MGMT PGM ANALYST	700143	1010001	\$114,081		\$3,891
Williams,A Dallas	25403 Deputy Admin., Homeless Svcs.	700186	4020002	\$152,253		\$5,329
Williams,Daisy R	41810 Operations Manager	100092	1010001	\$107,174		\$3,751
Williams,Jerome A.	20465 Info. Tech. Specialist (APPSW)	100071	4020002	\$107,620	\$1,770	\$3,657
Williams,Judy E	95812 SUPERVISORY SOCIAL WORKER	700182	1010001	\$121,889	\$7,858	\$4,266
Williams,Kia M	90735 Program Manager	700180	1010001	\$122,815		\$4,299
Williams,Tiffanie	24223 Compliance & Monitoring Offcr.	100135	1010001	\$125,210	\$662	
Wimbush,Danna L	92380 Supervisory Homeless Coordinat	700180	1010001	\$113,371	\$0	\$3,846
Woods,Taylor	77769 Assistant Deputy Administrator	N/A	N/A	\$121,030		\$3,851
Young,George T	93424 IT Specialist (System Analysis	700212	1010001	\$101,324		\$3,260
Zeilinger,Laura G	44533 DIRECTOR	100154	1010001	\$221,069		\$7,737

Name	Position Number	Title	Program	Fund	Salary	Overtime Amount FY23 YTD (1/14/23)	Bonus Pay
Abraham,Noah N.	2563	Deputy Admin., Homeless	700181	4020002	\$150,097		0
Acklin,Bridgette A	24573	Program Manager	700113	4020002	\$105,702		0
Adams,Channon Taren	104182	Program Manager	700193	1010001	\$109,239	\$833	0
Aguilar,Krysta N	105469	Program Manager	700189	1010001	\$120,000		0
Ahmed,Amani	95804	Social Worker	700178	1010001	\$100,900	\$1,959	0
Ahmed,Raihan I	30577	Strategic Planning Officer	700145	4020002	\$138,788		0
Ajani,Omotayo M.	9977	Social Svcs. Program Man	700131	4020002	\$100,646	\$7,199	0
Akas,Marlene Y	14655	Human Resources Officer	100058	4020002	\$148,125		0
AKINNUSO,VICTORIA A	22363	Investigator	700156	1010001	\$103,612		0
Albury,Lisa Evans	93412	SUPERVISORY SOCIAL WO	700213	1010001	\$120,750		0
Amos,Annette	9609	COMPLIANCE SPECIALIST	100135	4020002	\$111,749		0
Anderson,Diane C	20624	Management Analyst	100098	1010001	\$113,950		0
Anthony,Herbert	26363	INVESTIGATOR	100135	4025002	\$111,749	\$3,653	0
AREGA,SHEMELES	30533	TRAINING SPECIALIST	700139	4020002	\$111,749		0
Avent,Vivessia R	37858	Program Analyst	700156	4020002	\$111,749	\$2,337	0
Ballard,Jordan	41764	ATTORNEY ADVISOR	100092	1010001	\$141,715		0
Basi Reddy,Aarthi	87663	IT Project Manager	100071	4025002	\$136,154		0
Baskerville,Suzanne P	25121	SUPV SOCIAL WORKER	700208	1010001	\$119,817	\$288	0
Bass,Lotoya N.	70969	Deputy Administrator for	700183	4020002	\$145,653		0
Benjamin,Sherrie A. McDc	16321	Administrative Officer	700140	1010001	\$156,560	\$1,944	0
Berlan,Meika	15082	Data Analysis Manager	700145	1010001	\$125,885		0
Berry,Keiomi N	23334	Supvy. Management Anal	700159	1010001	\$105,657	\$1,971	0
Best,Constance T	5132	Human Resources Officer	100058	1010001	\$138,813	\$1,401	0
Bowman,Paul Lawrence	98039	Supervisory Investigator	100135	4020002	\$157,191		0
Branham,Carla U	4458	Compliance Monitor	100135	4020002	\$100,900		0
Brent,Shopintoinne V	85986	Program Analyst	100071	1010001	\$103,612		0
Brown,Justin B	99232	Deputy Administrator	100154	4020002	\$154,935	\$4,782	0
Brown,Kammy Vonne	20718	Social Svcs. Program Man	700131	1010001	\$114,441	\$1,265	0
Brown,Kanesha	34940	Supervisory Homeless Coc	700181	4020002	\$100,450		0
Brown,Monica J	45610	SUPERVISORY ATTORNEY	100092	1010001	\$204,655		0
Brown,Rhamsye A	13603	Emergency Management I	100154	1010001	\$119,991	\$433	0
Bryant Rollins,Garlinda	105827	Special Assistant	700138	1010001	\$141,707		0
Bunch Jr.,Herman R	30572	Services Management Spe	700140	4020002	\$103,612	\$292	0
Burnett,Anthony M	26242	IT Spec (Application Softw	700149	4020002	\$129,671		0
Burns,Bonnie C	20935	Investigator	100135	4020002	\$103,612		0
Burra,Madan Mohan	77890	Chief Information Officer	100071	1010001	\$191,587		0
Butler,Kenya L	13013	Prgm & Policy Anal (Strat	700143	4020002	\$100,900		0
Button Jr.,Henry P.	105466	Program Analyst	700193	4015918	\$102,018		0
Campbell,Brian	11632	Senior Policy and Program	700143	1010001	\$159,604		0
Cason,Darrell L.	93418	Program Manager	700180	1010001	\$127,051		0
Chambers,Clifton D	8073	INVESTIGATOR	100154	1010001	\$103,333		0

Charles,Angela	32745	Emergency Management !	100154	4025002	\$103,857		0
Chatmon,Chicora	105983	Program Analyst	700193	1010001	\$107,084		0
Chisley-Williams,Aprille T	105993	Program Analyst	100135	4020002	\$109,036	\$11,776	0
Clark,Sheila S	70991	Deputy Administrator, You	700176	1010001	\$145,653		0
Cleary,Meghan	27730	Attorney Advisor	100092	4020002	\$116,289		0
Clemons,Dexter B	21319	SUPV INFO TECH SPEC	100071	1010001	\$145,380	\$136	0
Clomax Tyson,Edythe E	3890	INVESTIGATOR	700156	1010001	\$111,749	\$1,854	0
COATES,RANDORA E	9604	Program Analyst	700157	4020002	\$100,900	\$1,062	0
Crawford,Debra R	9971	DEP ADM, FAMILY SERVIC	700186	1010001	\$164,399		0
Crudup,Sonya	13800	Prgm & Policy Anal (Strat	700143	4020002	\$111,749		0
Cunningham,Chad	87665	IT Specialist (Network Svc:	100071	4025002	\$119,991	\$1,038	0
Curtin,Lindsay B	105873	Policy Analyst	700193	4015918	\$124,091		0
David-Tanner,Judith	85924	Supervisory Homeless Coc	700181	4020002	\$104,706		0
Davis,Ebony	30354	Compliance & Monitoring	100135	4020002	\$106,480	\$5,386	0
Davis,Kandace	99228	Special Assistant	100154	4020002	\$102,018		0
Davis,Stephanie G	15939	Social Svcs. Program Man:	700142	1010001	\$114,441		0
DeLoatch-Powell,Brittney	42489	Social Services Represent:	700136	1010001	\$100,900		0
Diaz,Elmer	93430	Social Worker	700214	1010001	\$103,612		0
Dieuveuil,Kathy Y	10321	Assistant Deputy Administ	700129	1010001	\$124,101		0
Dildy,Zachary A	15842	IT Spec (Application Softw	100071	4025002	\$126,444		0
Dixon,Crystal D	8583	IT Spec (Application Softw	100071	4020002	\$129,671		0
Dolison,Ernest R	88111	IT Project Manager	700145	1010001	\$155,250		0
Dorsey,Christi D	10841	Supervisory Quality Contr	100135	4020002	\$137,329		0
Doyley,Shaday	77766	IT Specialist (Security)	100071	1010001	\$107,084		0
Drake,Carla Y	71762	Deputy Administrator	700138	1010001	\$151,062		0
Dubose,Violetta Y	11348	Program Analyst	700157	4020002	\$111,749		0
Dunlap,William George	41756	ATTORNEY ADVISOR	100092	4020002	\$150,309		0
Duran,Michael A	88406	Supervisory Case Manage	700212	1010001	\$100,136		0
Duren,Megan McCarthy	93437	SUPERVISORY SOCIAL WO	700212	1010001	\$110,990		0
Early,Theresa	44556	Policy Analyst	700186	1010001	\$134,661		0
Eboda,Babatunde	5773	Program Officer (Commur	700171	4020002	\$120,162		0
Ekeh,Francis U	21381	Social Svcs. Program Man:	700131	4025002	\$114,441		0
Estes,Gregory D	24671	SUPV QUALITY CONTROL I	100135	4020002	\$116,705	\$4,489	0
Fisher,Toya	27540	SUPERVISORY SOCIAL WO	700178	1010001	\$108,037	\$260	0
Flowers,Nichole	30519	Supv Mgmt and Program /	700180	1010001	\$127,342		0
Fogel,Anna	70972	Deputy Administrator	700193	1010001	\$145,653		0
Franklin Kelly,Lisa C	3789	Capital Operations Project	100154	1010001	\$165,499		0
Gaymon,Brandon J	30500	INVESTIGATOR	700156	1010001	\$111,749	\$4,417	0
Gebremedhin,Ataklti	27654	Social Svcs. Program Man:	700131	4025002	\$114,441		0
Gentry,Dwayne Anthony	14232	Facilities Services Analyst	100154	4025002	\$107,984		0
Gerstenfeld,Adam M.	105885	Special Assistant	700193	4015918	\$113,522		0
Given,Erin M	90767	Program Manager	700179	1010001	\$128,371		0
Goode,Stephanie P	33754	Human Resources Special	100058	4020002	\$107,984	\$2,123	0

Govia,Adrian G.	26354	Human Resources Manag	100058	1010001	\$127,966	\$2,768	0
Graham,Damion T	15738	Assistant Deputy Administ	700129	1010001	\$125,885		0
Gray,Anna	87493	SUPERVISORY SOCIAL WO	700178	1010001	\$106,600		0
Green,Gerald K	30715	IT Specialist (Syst. Admin.)	100071	4020002	\$126,444	\$2,549	0
Green,Martina	78069	Strategic Planning Officer	700143	1010001	\$118,841		0
Green,William J	20293	COMPLIANCE SPECIALIST	100135	4020002	\$100,900		0
Hainey,Susan	9236	IT Spec (Application Softw	100071	1010001	\$129,671		0
Harmon,Cherie	18276	Supervisory Investigator	100135	4020002	\$106,599	\$999	0
Harper,Deborah A.	88569	PINS Diversion Program M	700176	1010001	\$147,847		0
Harris,Quameice R	77767	Special Assistant	700140	1010001	\$103,333		0
Hasan,Dena L.	46139	Policy and Program Suppc	100154	1010001	\$169,905		0
Hemsley,Angela L	27532	Assistant Deputy Administ	700333	4025002	\$125,885	\$1,045	0
Herman,Shelley	30496	Data Scientist	700145	1010001	\$105,001		0
Hernandez,Carmen	88235	Homeless Coordinator	700181	4020002	\$107,084	\$2,366	0
Hill,Tolicia M	21273	SUPVY INVEST	700156	4020002	\$111,020		0
Hogue,Joy-Ann Brigitta	95800	Social Worker	700191	1010001	\$106,324		0
Holland,Kyra	71484	SUPERVISORY SOCIAL WO	700193	1010001	\$113,401		0
Holland,Tawana M.	70973	Program Manager	700193	1010001	\$123,805		0
Howard,Christian Lachane	90701	Special Assistant	700184	1010001	\$125,220		0
HUGGINS WHITE,MARCHI	10156	Program Analyst	700138	1010001	\$103,612		0
Hughes,Shaun L	19761	Compliance Specialist	100135	4025002	\$103,612		0
HUNTER,PATRICIA E	41813	Administrative Support Sp	100154	4020002	\$103,333		0
Irving,Cherlithesia S	17503	Supervisory Investigator	700156	4020002	\$101,307		0
Jackson,Sondra	11169	Social Svcs. Program Man:	700131	4020002	\$114,441		0
James,Brandon L	88407	Supervisory Homeless Coc	700193	1010001	\$100,972		0
Johnson,Carmelita J	30561	Social Svcs. Program Man:	400353	1010001	\$114,441		0
Jones,Jane Denise	30565	Program Manager	700136	1010001	\$132,929		0
Jones,Norletta A	15912	Program Analyst	700157	4020002	\$109,036	\$2,280	0
Jones,Sheila Y	88236	Program Manager	700186	1010001	\$139,326		0
Jordan,Sheila Y	16685	Special Assistant	700140	1010001	\$141,709	\$266	0
Jordon,Wassila M	99215	Supervisory Quality Contr	100135	4020002	\$103,570	\$10,182	0
Kessler,Benjamin Jacob	41811	Attorney Advisor	100092	1010001	\$109,019		0
Kinard,Lauren	93717	Public Affairs Specialist	100154	1010001	\$113,537		0
King,Catherine Y	3813	SOCIAL SRVS PGM MGR IM	700134	4020002	\$125,884		0
King,Geoffrey Thomas	105495	Program Manager	700115	1010190	\$126,435		0
Kuennen,William	95191	Program Manager	700193	1010001	\$125,885		0
Laborde,Tatiana M	109758	Program Manager	700346	1010138	\$130,000		0
Laster,Angela Jones	105114	SUPERVISORY SOCIAL WO	700193	4015918	\$115,000	\$519	0
Lee,Han J	30488	Management & Program /	100154	1010001	\$110,967	\$7,042	0
Lee,Jana	22366	Policy Analyst	700137	1010001	\$107,984		0
Lightfoot,Tinee'Sha	105960	Program Manager	700193	1010001	\$107,159		0
Lippi,Joseph	24869	Special Assistant	700193	1010001	\$127,615	\$2,454	0
Looper,Dana	90764	Supervisory Homeless Coc	700181	4020002	\$105,712		0

Lyle, Brooke	88416	SUPERVISORY SOCIAL WO	700193	1010001	\$109,373		0
Mack, William K	85719	INVESTIGATOR	100135	4020002	\$100,900		0
MacLeod, Ainslie	10645	Special Assistant	700143	1010001	\$117,045		0
Malikasghar, Khalid	12626	Program Analyst	700145	1010001	\$103,612		0
Manga, Nelson K	196	Policy Analyst	700137	1010001	\$100,900		0
Manickam, Saravanakuma	10998	IT Spec (App Software/Inte	100071	4020002	\$129,671		0
Maringe, Michelle N	105460	Program Manager	700191	4015918	\$120,851		0
Martin, Shelita S.	41069	Data Analysis Manager	700145	1010001	\$148,326		0
Maskittie, Beverly	70971	Social Worker	700178	1010001	\$111,749	\$1,289	0
Massey, Lauren K	95809	Program Manager	700183	1010001	\$131,000		0
Mcgee, Shante M	85721	Supervisory Investigator	100135	4020002	\$101,307		0
McKearn, Matthew	5468	Supervisory Policy and Prc	700137	1010001	\$136,191		0
MCKIE, BYRON	16623	SUPVY TRAINING SPEC	700139	1010001	\$108,037		0
McNair, Nathaniel	25773	Management Analyst	700140	4020002	\$103,612	\$1,638	0
McNamara, Erin K.	106013	SUPERVISORY SOCIAL WO	700214	1010001	\$111,320		0
Meah, Turia B.	12128	Legislative Specialist	100154	1010001	\$138,184		0
Mendez, Zulma	93428	SUPERVISORY SOCIAL WO	700212	1010001	\$110,894		0
Miller, Francine	96754	Social Svcs. Program Man	700129	1010001	\$170,510		0
Miller-Vierra, Lyndsey M	82716	Deputy Chief Operating O	100154	1010001	\$163,221		0
Mine', Jennifer F	95821	Supervisory Grants Mana	700183	1010001	\$108,007	\$984	0
Minor, Nathan M	20673	Investigator	700156	4020002	\$100,900		0
Mitchell, Joseph	95822	Contract Administrator	700183	1010001	\$100,900	\$10,655	0
Mix, NATHAN	105872	Policy Analyst	700193	4015918	\$107,984		0
Moffitt, Anthony	96868	Program Manager	700212	1010001	\$117,562		0
Monroe-Carr, Brenda A.	21939	IT Project Manager	100071	1010001	\$157,058		0
Morris, Essence	623	Special Assistant	700148	4020002	\$124,091		0
Mortensen, Tania M.	1516	Chief Operating Officer	100154	1010001	\$187,516		0
Mulugeta, Henok	103231	Info. Tech. Specialist (APP	700193	1010001	\$119,991		0
Murphy, John E	15893	Policy Analyst	700137	1010001	\$103,612		0
Narain, Anand	75715	IT Spec. (Applic. Software)	100071	4020002	\$106,324		0
Ndichu, Eric W.	105105	SUPERVISORY SOCIAL WO	700193	1010001	\$109,627		0
Nepal, Sabnam	86029	IT Project Manager	100071	1010001	\$135,818		0
Newkirk, Melanie	92379	SUPERVISORY SOCIAL WO	700193	1010001	\$112,029		0
Newman, Anthony	34490	Deputy Admin., Homeless	700193	1010001	\$155,209		0
Newman, Marvin A	6853	POLICY ANALYST	100071	1010001	\$110,967		0
Newman, Stephanie Bloch	17243	Deputy Administrator for	100071	1010001	\$144,196		0
Newman-Adams, Lesley C	21132	Training Specialist	700139	1010001	\$113,537		0
Nguyen, Quyen	93425	Program Analyst	700214	1010001	\$100,900		0
Niono, Kimberly K.	95327	Program Analyst	700117	4020002	\$103,612		0
Ogbara, Olamide	95808	Resource Allocation Office	700183	1010001	\$144,251		0
Owens, Tynisha S.	87323	Special Assistant	700193	1010001	\$103,333		0
Parker, Chiquita G.	3427	Social Worker	700187	1010001	\$111,749		0
Parker, Jessica D.	85978	Program Manager	700193	1010001	\$121,003		0

Parks,Jennifer Valdivieso	105562	Special Assistant	700193	4015918	\$110,967		0
Parrott,Raemon	19185	Supervisory Investigator	700156	1010001	\$116,570		0
Payne,Antoine	34470	Human Resources Speciali	100058	4020002	\$105,001		0
Peacock,Joshua	95805	Program Analyst	700183	1010001	\$100,900		0
Perkins,Brenda C	5476	ADMIN OFFICER	100098	1010001	\$146,764		0
PHILLIPS,CHRISTA	23789	Compliance & Account. Of	100135	1010001	\$165,434		0
Pierre,Ann A	8645	Dep Admin for Customer \	700119	1010001	\$135,301		0
Pierre,Anne Dominique R	24694	Family Services Administr	700184	1010001	\$191,013		0
Plaskon,Racheal A	22177	Privacy and Records Man	700150	1010001	\$127,615		0
Porter,Alicia M	11030	Qual Assurance & Analysi	700157	1010001	\$127,115	\$6,397	0
Portis,Vernard Lr	103068	Supervisory Homeless Coc	700186	1010001	\$103,000		0
Potter,Edger	30493	Supv. Medical Officer (Ge	700120	4025002	\$110,718		0
Powell,Euretha F	3457	Social Svcs. Program Man	700131	4025002	\$114,441	\$3,509	0
Pretlow,Lastenia B	20236	Strong Families Progrm M	700208	1010001	\$127,532	\$858	0
Price,Carlous R.	10536	Program Analyst	700113	4020002	\$103,612		0
Price,Denise A.	88238	SUPERVISORY SOCIAL WO	700180	1010001	\$120,546		0
Price,Nikki S.	2676	Investigator	700156	4020002	\$100,900	\$2,751	0
Pruitt,Deanna	93422	Special Assistant	700212	1010001	\$102,018		0
Rafi,Yasir	34950	IT Project Manager	700193	1010001	\$136,154		0
Rayment,Mary Ellen	36343	ATTORNEY ADVISOR	100092	1010001	\$146,012		0
Reid,Stephanie	36241	Spec. Asst. (Pol. & Prog. C	100135	1010001	\$141,707		0
Renard,Nicole Daley	98158	Supvy. Management Anal	100135	1010001	\$128,675	\$495	0
Ricketts,Francine E	30553	Program Analyst	700134	1010001	\$103,612		0
Roach,Rashanna F.	100329	Management & Program /	700159	1010001	\$105,001		0
Roberts,Thomas	95810	Program Manager	700179	1010001	\$119,416		0
Roberts,Trina C	84783	Telecommunications Spec	100071	1010001	\$100,900		0
Rollins,Robin C	100330	Training Specialist	700159	1010001	\$102,018		0
Roman,David Victor	22265	Program Analyst	700157	4020002	\$111,749		0
Roque,Manuel	27642	IT Spec (Application Softw	100071	1010001	\$129,671		0
Ross,David J	82611	Chief of Staff	100154	1010001	\$160,191		0
Sampson,Wallace	11443	INVESTIGATOR	100135	4020002	\$103,333		0
Sanders,Phelan	92232	InformationTechnology Sp	700186	1010001	\$113,537		0
Santos,Adela M	75829	Program Analyst	100071	1010001	\$103,612	\$893	0
Savage,John E	90696	Program Analyst	700183	1010001	\$116,764		0
Savoy,Rodney A	85817	Homeless Svcs. Program C	700193	1010001	\$112,279		0
Selby Winfield,Mary K	9412	HEARING APPEALS EXAMI	700136	4020002	\$103,333		0
Seymour,Anthea B m	11901	Economic Security Admini	700141	4020002	\$197,338		0
Sharp,Kanili D	25288	Compliance Specialist	100135	4020002	\$103,612	\$224	0
Shepard,George L	908	Policy Analyst	700183	4020002	\$141,707		0
Shepherd,April	105876	Grants MAnagement Spec	700193	1010001	\$100,900		0
Simon,Kellie L	96741	Training Specialist	700139	1010001	\$107,084		0
Skeete,Leander Antonio	90700	Special Assistant	700184	1010001	\$134,661		0
Sloand,David J.	40875	Program Manager	700143	1010001	\$132,929		0

Smart,Anetria L	82095	Administrative Services Su	700140	4020002	\$131,288		0
Smith,Curtis	105483	Program Analyst	700115	1010190	\$107,084		0
Smith,Tajuana	87499	Program Analyst	700183	1010001	\$103,612	\$382	0
Smith,Wesley W	15672	IT Spec (App Sftwre/Data	100071	4025002	\$129,671		0
Solan,Madeleine	82434	Senior Policy and Program	700184	1010001	\$136,548		0
Sommons,Tammie	106045	Human Resources Speciali	700193	4015918	\$107,984	\$156	0
Speaks-Hellams,Joyce A	13218	Assistant Deputy Administ	700333	4020002	\$133,958		0
Spencer,Alma B	21342	Supervisory Program Anal	700149	4020002	\$110,307		0
Stallings,Jazamine	105465	Policy Analyst	700191	4015918	\$102,018		0
Stancell,Cheryl	34941	SUPERVISORY SOCIAL WO	700178	1010001	\$122,951		0
Stanley-Becker,Thomas G	86277	Policy Analyst	700184	4020002	\$102,018		0
Stewart 3rd,William A	30580	FACILITY PGM MGR	100154	1010001	\$127,622		0
Stover Sr.,Tyren T.	88986	Program Manager	700212	1010001	\$120,000		0
Straker,Janela M.	30738	Program Analyst	100071	1010001	\$100,900	\$8,056	0
Sweet,Subrina A	26611	Services Management Spe	700140	4020002	\$103,612		0
Taylor,Debra Cunningham	77648	Program Analyst (Suprt O	700140	4020002	\$103,612		0
Taylor-Godwin,Deborah	35242	HEARING EXAMINER	100154	4020002	\$103,333		0
Tenhor,Kim A	105106	SUPERVISORY SOCIAL WO	700193	1010001	\$118,000	\$322	0
Tourinho,Nadia M	71891	SUPERVISORY SOCIAL WO	700214	1010001	\$110,240		0
Travers,John R	22419	Management & Program /	700129	1010001	\$110,967		0
Tucker,Allison	27502	Homeless Coordinator	700181	4020002	\$126,444		0
Tyler,Tiffany E	9126	Policy Analyst	700181	4020002	\$106,324	\$153	0
Udofa DAbreau,Emem	10325	Program Analyst	700119	1010001	\$100,900		0
Valentine,Kevin	98192	Communications and Corr	100098	1010001	\$131,605		0
VASQUEZ,MAYRA E	95803	SUPERVISORY SOCIAL WO	700193	1010001	\$108,605		0
Vinson,Dominique K.	93972	Program Analyst	700193	1010001	\$100,900	\$364	0
Walker,Nicholas	95341	Data Scientist	700145	4020002	\$110,967		0
Walker,Virginia C	739	Supervisory Homeless Coc	700193	1010001	\$105,092		0
Warren Jr.,Robert	41765	ATTORNEY ADVISOR	100092	1010001	\$167,497		0
Washington,Valonda M	4228	Program Analyst	700157	4020002	\$100,900		0
Wilder,Beverly J	77763	MGMT PGM ANALYST	700143	1010001	\$116,933		0
Williams,A Dallas	25403	Deputy Admin., Homeless	700186	4020002	\$156,059		0
Williams,Daisy R	41810	Operations Manager	100092	1010001	\$109,853		0
Williams,Jerome A.	20465	Info. Tech. Specialist (APP	100071	4020002	\$110,311		0
Williams,Judy E	95812	SUPERVISORY SOCIAL WO	700182	1010001	\$124,936	\$3,263	0
Williams,Kia M	90735	Program Manager	700180	1010001	\$125,885		0
Williams,Tiffanie	24223	Compliance & Monitoring	100135	1010001	\$128,341	\$1,822	0
Wilson,LaWanda	77184	Training Specialist	700159	1010001	\$100,630	\$1,488	0
Wimbush,Danna L	92380	Supervisory Homeless Coc	700180	1010001	\$116,206		0
Winston,Terianne	11024	Policy Analyst	700119	1010001	\$100,900		0
Woldemariam,Mulunesh	40285	Multicultural Affairs Coord	700138	1010001	\$100,900	\$4,405	0
Wooten-Lee,Quanita R	30495	PROGRAM ANALYST	700134	1010001	\$100,900		0
Yeboah,Wallace	71980	IT Spec. (Applic. Software)	700186	1010001	\$100,900		0

Young,George T	93424 IT Specialist (System Anal)	700212	1010001	\$107,084	0
Zeilinger,Laura G	44533 DIRECTOR	100154	1010001	\$226,596	0

Name	Position Number	Title	Program	Fund	Salary	Overtime Amount (FY22)
Gbondo,Wuyah P	96871	Supervisory Case Manager	N/A	N/A	\$90,389	\$139,688
Martin,Ayesha	88924	Case Manager	700180	1010001	\$71,083	\$119,102
Harrison,Andre	88380	Case Manager	700257	1010001	\$82,148	\$106,743
Thornton II,Gene RN	95802	Social Worker	N/A	N/A	\$84,358	\$43,223
Sesay,Momodu M	85923	Case Manager	700181	4020002	\$71,083	\$39,386
Erinosho,Folashade A.	30512	Supvy Social Services Represen	700131	1010001	\$84,423	\$38,858
Davis,Ralph	3361	Supvy Social Services Represen	700131	4020002	\$84,423	\$38,788
Kennedy,Patrice K	86041	Supvy Social Services Represen	700131	1010001	\$84,423	\$37,975
Maskittie,Beverly	70971	Social Worker	700178	1010001	\$109,023	\$36,324
Warren-Davis,Adrienne R	30722	Social Service Representative	700131	4020002	\$82,148	\$36,078
Bundy,Dana	100208	Program Analyst	700159	1010001	\$90,501	\$35,815
Torres,Miriam	85170	Social Services Rep. (Biling.)	700131	4020002	\$75,509	\$35,386
Holloway,Kimaada S.	75402	Case Manager	700178	1010001	\$82,148	\$34,952
Briggs,Colette Z	86349	Program Analyst	700157	4020002	\$90,501	\$34,228
Wells,Javon D	96750	Social Service Representative	700131	1010001	\$73,296	\$34,191
Akomolede,Bose O	20438	Social Service Representative	700142	1010001	\$75,509	\$34,188
McCoy,Tara S	18176	Supvy Social Services Represen	700131	1010001	\$85,518	\$34,007
Vancooten,Ashaki A.	85168	Program Analyst	700157	4020002	\$93,147	\$33,736
Dewitt,Noreen	14939	Social Service Representative	700131	4020002	\$75,509	\$32,853
Bryant,Rochelle	3476	Social Service Representative	700131	1010001	\$71,083	\$32,653
Gelaw,Melesech	93441	Social Services Rep. (Biling.)	700131	1010001	\$77,722	\$32,621
Lee,Han J	30488	Management & Program Analyst	100154	1010001	\$108,260	\$32,532
Davis,Zanielle K	100213	Program Analyst	700159	1010001	\$90,501	\$32,516
Panda,Nancy G	187	Social Service Representative	700131	1010001	\$82,148	\$32,425
James-Barber,Regina C.	105838	Supvy Social Services Represen	700142	1010001	\$86,777	\$31,543

COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT

BETWEEN

**AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES, LOCAL 1403,
AFL-CIO,**

AND

THE DISTRICT OF COLUMBIA,

AND

**THE OFFICE OF THE ATTORNEY GENERAL,
THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE THROUGH SEPTEMBER 30, 2023

TABLE OF CONTENTS

ARTICLE		PAGE
1	Recognition	4
2	Labor/Management Relations	4
3	Administration of Leave	6
4	Alternative Work Schedule	7
5	Employee Assistance Program	9
6	Union Stewards/Official Time	10
7	Union Use of Employer Facilities and Services	15
8	Personnel Files	16
9	Job Descriptions	17
10	Late Arrival/Early Dismissal	17
11	Strikes and Lockouts	18
12	Contracting Out/Privatization	18
13	Union Rights and Security	19
14	Term Employees	20
15	Discrimination	21
16	Safety & Health	24
17	Informational Reports on Employees	25
18	Fitness for Duty	26
19	Requests for Information	26
20	Employee Use of Information Technology	26
21	Training	27

22	Employee Rights	28
23	Sabbatical/Extended Leave	29
24	Promotions, Reassignments and Details for Attorneys in the Office of the Attorney General	30
24A	Promotions, Reassignments and Details for Attorneys in Subordinate Agencies under MOLC	32
25	Timely Receipt of Correct Pay and Expense Reimbursements	35
26	General Provisions	36
27	Computation of Time	37
28	Grievance and Arbitration Procedures	37
29	Discipline and Discharge	41
30	Savings Clause	43
31	Incorporation of Compensation Agreement Terms	43
32	Duration and Finality	44

ARTICLE 1 RECOGNITION

Section 1 – Recognition:

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

Section 2 – Coverage:

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (“Agency Counsel Office” collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. 01-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 LABOR-MANAGEMENT RELATIONS

Section 1-A - Composition and Function of the OAG Labor-Management Committee:

A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.

B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

Section 1-B -Composition and Function of the MOLC Labor-Management Committee:

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall continue the existing Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

Section 2 – Subcommittees:

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

Section 3 – Union's Right to Request Impact and Effects Bargaining:

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

Section 4- Labor-Management Meetings:

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

Section 5 - Organizational Changes:

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

Section 6 – Risk Assessment:

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3
ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

ARTICLE 4 ALTERNATIVE WORK SCHEDULES

Section 1 – Definitions:

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

B. Professional Workweek:

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

Section 2 Fair Labor Standards Act:

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

Section 3 Flexible/Alternative Work Schedules:

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Teleworking Schedule, including Ad Hoc (or situational) teleworking.

AWS for OAG employees will be established consistent with OAG Office Order No. 2021-05.

For agency counsel, applicable DCHR Policy-Issuance I-2021-22 on AWS will apply. This Policy allows agencies to provide regular or routine teleworking up to two (2) days maximum on a weekly basis. Under this agreement, AWS may be combined; however, teleworking may only be combined with compressed schedules provided that agency counsel must work in-person in the office a minimum of three (3) days per week. To the extent that compressed work schedules entitle employees to receive one (1) day off during the week, then employees with combined teleworking and compressed schedules would be afforded no more than one (1) day of teleworking in any such weeks.

Employees are still allowed to combine ad hoc or situational teleworking with a compressed schedule. However, such ad hoc teleworking will not be afforded on a routine weekly basis.

The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they allow for AWS as described in this Section. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable OAG Office Order or governing policy for agency counsel under DCHR Policy Issuance I-2021-22, or other rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;
 - (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
 - (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
 - (3) The past performance of the requesting individual;
 - (4) Equitable sharing of Office functions;
 - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
 - b. Whether the requested AWS places an undue burden on others within a particular Office, Unit, Section, or Division; and
 - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

- 1. It is cost effective;
- 2. It increases employee morale and productivity; or
- 3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

Section 4 Teleworking:

Supervisors may permit employees to use teleworking consistent with Section 3 above. Employees participating in teleworking plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

Section 5 Supervisor's Authority:

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

Section 6 Impact and Effect Bargaining:

The Attorney General shall not change its existing AWS Office Order # 2021-05 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement or change an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

**ARTICLE 5
EMPLOYEE ASSISTANCE PROGRAM**

Section 1 – General:

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

Section 2 - Use of Sick Leave:

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

ARTICLE 6 UNION STEWARDS/OFFICIAL TIME

Section 1 - Number of Stewards:

- A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.
- B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

Section 2 - Designation of Representatives:

A. Union Officers, Stewards and Other Representatives

- 1. **Union Officers and Stewards:** The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
- 2. **Other Representatives:** The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

Section 3 - Performance Appraisals:

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

Section 4 - Official Time for Representational Activity:

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop

steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;
- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;

- (15) necessary travel to any of the activities listed above;
 - (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
 - (17) new employee orientation meetings.
- C. Official time shall not include time spent on internal Union business, including, but not limited to:
- (1) Attending Local, Regional, or National Union meetings;
 - (2) Soliciting members;
 - (3) Collecting dues;
 - (4) Posting notices of Union meetings; administering elections;
 - (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
 - (6) Internal Union strategy sessions, except for representational functions.

Section 5 - Requesting Official Time:

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to

this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

Section 6:

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

Section 7:

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

ARTICLE 7
UNION USE OF EMPLOYER FACILITIES AND SERVICES

Section 1:

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 2:

Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

Section 3:

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least fifteen (15) business days prior to the time the Union is required to vacate the present office.

Section 4:

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

Section 5:

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

Section 6:

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

Section 7:

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

**ARTICLE 8
PERSONNEL FILES**

Section 1 - Official Files – Definition and Right to Examine:

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

Section 2 - Right to Respond:

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

Section 3 - Right to Copy:

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

Section 4 - Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

Section 5 – Employee to Receive Copies:

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10
LATE ARRIVAL/EARLY DISMISSAL**

Section 1 -- Late Arrival:

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

Section 2 -- Early Dismissal:

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

Section 3 -- Employees on leave during the late arrival/early dismissal period:

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

**ARTICLE 12
CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

**ARTICLE 13
UNION RIGHTS AND SECURITY**

Section 1 – Exclusive Agent:

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

Section 2 – Access to Employees:

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

Section 3 – Dues Check Off:

Pursuant to D.C. Official Code § 1-617.07 (2012 Repl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights consistent with Supreme Court precedent. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

Section 4 – Annual Notification of Annual Dues Amount:

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

Section 5 – Cost of Processing:

Union dues shall be transmitted to the Union, minus a fee of \$.15 per dues deduction per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

Section 6 – Hold Harmless:

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

Section 7:

Payment of dues shall not be a condition of employment.

Section 8:

The Union may require that an employee who does not pay dues to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

Section 9:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14
TERM EMPLOYEES**

Section 1:

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating

period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

Section 2 – Priority Conversion of NTE Employees to FTE Status:

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

ARTICLE 15 DISCRIMINATION

Section 1 – General Provisions:

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq. (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

Section 2 - Equal Employment Practices:

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO

Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

Section 3 – Sexual Harassment:

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Section 4 – Union Activity:

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

A. To form, join and assist in labor organization or to refrain from this activity;

B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and

C. To be protected in the exercise of these rights.

Section 5 – Discrimination Charges and Election:

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE
OVER A DISCRIMINATION CHARGE

I, _____, acknowledge that I have decided to submit my employment discrimination charge through the grievance procedure. In consideration of arbitration, I will forego and waive my rights to file a separate claim under the discrimination statutes, including Title VII, in accordance with applicable law governing such elections. *See Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

EMPLOYEE'S NAME

**ARTICLE 16
SAFETY AND HEALTH**

Section 1 - Working Conditions:

A. The Employer shall provide and maintain safe working conditions for all employees. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C. Official Code section 1-620.01 et seq., as amended (2012 Repl.)).

Section 2 - Corrective Actions:

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

Section 3 - First Aid Kits and Defibrillators:

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

Section 4 – Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

Section 5 – Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

ARTICLE 17 INFORMATIONAL REPORTS ON EMPLOYEES

Upon request, and at least annually by December 31st of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

**ARTICLE 18
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

Section 1 – New Technology:

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

Section 2 – Electronic Mail Use:

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

Section 3 – Internet Access and Use:

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for

personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, or harassing purposes.

Section 4 – Telephone Use:

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

Section 5 – Privacy:

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

ARTICLE 21 TRAINING

Section 1 - New Employee Orientation:

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

Section 2 - Continued Training Opportunities:

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

Section 3 - Requests for Continued Training:

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

ARTICLE 22 EMPLOYEE RIGHTS

Section 1 – Respect in the Workplace:

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

Section 2 - Employee Rights:

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) (“Employee Rights”).

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

Section 3 - Employee Grievances:

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees

who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

Section 4 – Conflicts of Interest:

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

ARTICLE 23 SABBATICAL/EXTENDED LEAVE

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

Section 1 – Process:

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

Section 2 – Supervisor's Authority:

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

Section 3 – Potential Loss of Benefits and Insurance Premiums:

Attorneys understand that an extended leave of absence in a non -pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non -pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

**ARTICLE 24
PROMOTIONS, REASSIGNMENTS, AND DETAILS FOR ATTORNEYS IN THE
OFFICE OF THE ATTORNEY GENERAL**

Section 1 – Promotions:

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

Section 2 - Promotion Priority Process:

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

Section 3 - The Promotions Ranking Committee:

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

Section 4 – Grievance on Failure to Comply with Process:

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

Section 5 – Filling Vacancies:

A. Whenever an attorney vacancy exists within OAG, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which may post such vacancy notice on Union bulletin boards or electronically. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided by email to the Union President at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

Section 6 - Job Qualifications:

Management has the right to determine job qualifications. Where the Employer has considered the recommendations and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates.

Section 7 - Additional Duties:

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

**ARTICLE 24A
PROMOTIONS, REASSIGNMENTS, AND DETAILS FOR ATTORNEYS IN
SUBORDINATE AGENCIES UNDER MOLC**

Section 1: Promotions Policy

It is the policy of the Mayor of the District of Columbia and the Mayor's Office of Legal Counsel (MOLC) to reward well-deserving attorneys in the Legal Service for sustained exemplary performance. This Article sets forth the process and criteria for all attorney promotions in the subordinate agencies.

All promotions are dependent upon, and subject to, the availability of funds in the operating budget of the relevant subordinate agency.

Section 2 - Promotion from Grade 11 to Grade 12 and from Grade 12 to Grade 13

- A. An attorney shall receive a promotion from Grade 11 to Grade 12 and from Grade 12 to 13, provided:
 - 1. The attorney has served at least 12 months in grade; and
 - 2. The attorney received an overall rating of "Successful", or the equivalent and at least an "Excellent" or the equivalent in two performance elements, in addition to any "Excellent" or the equivalent received in "Office Procedures" in their most recent Performance Appraisal.

An attorney who receives a rating of "Needs Improvement" or "Fails Expectations" overall, or in any category, is not eligible for a non-competitive promotion. Where the attorney meets the criteria immediately above, a supervisor/General Counsel or his/her designee, shall prepare and submit a written recommendation for non-competitive promotion through the subordinate agency director addressed to the MOLC Director. The recommendation for promotion shall be prepared within 30 days of the attorney's anniversary date with the relevant subordinate agency and shall be delivered to the agency director or his or her designee and agency fiscal officer.

- B. Managers or supervisors recommending promotions shall state that:
 - 1) The attorney has served the required year-in-grade;

- 2) The attorney has obtained a "Successful" or the equivalent overall rating and an "Excellent" or the equivalent in two performance elements in addition to any "Excellent" or the equivalent received in "Office Procedures";
- 3) The attorney has engaged in professional development; and
- 4) There are no other reasons why the employee should not be promoted.

Attorneys will be advised during the relevant appraisal process whether they have been recommended for promotion. A copy of the recommendation shall be sent to the Union.

Section 3 - Promotions to Grades 14 and 15

A. Criteria

An attorney may receive a competitive promotion (not automatic) to a Grade 14 and 15 if the following criteria are met:

1. Consistent Superior Performance

The attorney's overall job performance meets or exceeds established performance standards for that grade level. The attorney's two most recent performance evaluations, if available, shall be considered.

2. Demonstrated Specialized Expertise or Professional Distinction

The attorney has gained or developed specialized expertise in a subject or subjects relevant to the attorney's practice area at the agency. Such specialized expertise may be demonstrated by the complexity of matters handled or awards of professional distinction. Whether the attorney has demonstrated expertise beyond that of other attorneys performing the same or similar work at the same grade level shall be considered.

3. Satisfactory Handling of Increasingly More Complex Work

The attorney's workload has become increasingly more complex and the attorney performs in a manner that meets or exceeds established performance standards with little or no supervision. Factors to be considered include the complexity of the work, the productivity of the attorney, and the type and amount of supervision needed.

4. Time-In-Grade

The attorney has served at least 24 months as a Grade 13 or 14 as applicable.

5. Other Criteria

Other factors that may be considered include, but are not limited to, an attorney's seniority, the length of time that the recommendation for promotion has been pending, and the availability of funds in the agency budget.

B. Process

1. On or about January 31 of each calendar year, an attorney's immediate supervisor/ General Counsel shall consider the aforementioned criteria in determining whether to recommend attorneys to the next higher grade. Recommendations shall be submitted in writing by the supervisor/General Counsel through the agency director to the MOLC Director and the recommendation must specifically address the attorney's achievement of the criteria above for promotion.
2. If the employee has not been supervised by his or her current supervisor for at least 120 days, any supervisor who directly supervised the employee for at least 120 days during the current rating period, or for at least 120 days during the most recently completed rating period, may submit an advisory recommendation through the agency director.
3. All written recommendations from promotion of Legal Service attorneys to Grade 14 and 15 should specifically address the criteria as set forth in Section 3A above and shall include copies of the two most recent performance evaluations.
4. Each subordinate agency director or designee, as appropriate, shall review the recommendation for promotion within 120 days of receipt and issue a decision approving or denying the recommendation. Any recommendations approved by the agency head shall be submitted to MOLC Director, or designee, for review.
5. In the event that all competitive promotions cannot be approved in any particular fiscal year for budgetary or other reasons, the agency director, in his or her discretion may consider the following criteria for promotion priority: (a) seniority in the subordinate agency; and (b) the length of service in the entire District government.
6. An attorney's promotion shall be effective at the beginning of the next pay period after the MOLC Director's final decision. Once the promotion is processed by DCHR, the attorney will receive pay retroactive to the promotion effective date.

Section 4 – Grievance on Failure to Comply with Process:

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion to the agency director. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the agency director. However, attorneys may grieve management's alleged failure to comply with the process outlined in Section 2 and 3B above.

Section 5 – Filling Vacancies:

A. Whenever an attorney vacancy exists at a subordinate agency, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which may post such

vacancy notice on Union bulletin boards or electronically. The Employer shall post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided by email to the Union President at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to DCHR.

Section 6 - Job Qualifications:

Management has the right to determine job qualifications. Where the Employer has considered the recommendations and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates.

Section 7 - Additional Duties:

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

ARTICLE 25 TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS

Section 1 - Tardy or Non-Receipt of Pay:

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

Section 2 - Pay Errors:

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements:

A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.

A. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

Section 4 - Timely Reimbursement of Expenses:

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

Section 5 – Audits:

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26
GENERAL PROVISIONS**

Section 1 - Work Rules:

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

Section 2 – Identification Device:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

Section 3 - Distribution of Agreement:

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

Section 4 – Office Space:

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management's final authority to determine the final design.

ARTICLE 27 COMPUTATION OF TIME

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

ARTICLE 28 GRIEVANCE AND ARBITRATION PROCEDURES

Section 1 – Definitions:

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

Section 2 – Performance Ratings:

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor's Office of Legal Counsel. The committee shall be empowered to review the basis for a direct supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

Section 3 – General Provisions:

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

Section 4 – Information Requests:

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

Section 5 – Procedure:

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

Step 1: The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

Step 2: If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen (15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

Section 6 - Selection of the Arbitrator:

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS

guidelines unless modified by this Agreement.

Section 7 – Authority of the Arbitrator:

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

Section 8 - Decision of the Arbitrator:

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

Section 9 - Expenses of the Arbitrator:

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

Section 10 - Time Off For Grievance Hearings:

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

Section 11 – Time Limits:

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

Section 12 – Termination of Grievance:

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

Section 13 – Exclusions:

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 29
DISCIPLINE AND DISCHARGE**

Section 1 -- Disciplinary Actions:

A. Assistant Attorneys General ("AAG") and Assistant General Counsel ("AGC") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG or AGC may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or
3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.

Section 2 -- Appeal Procedures:

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

Section 3 -- Stay of Disciplinary Action:

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

Section 4 -- Standard of Review and Authority of the Arbitrator:

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

Section 5 -- Time Limits:

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

Section 6 -- Extension of Time Limits:

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

Section 7 -- Substitution of Binding Arbitration Procedures:

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 30
SAVINGS CLAUSE**

SECTION 1:

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

SECTION 2:

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2020, through September 30, 2023 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

**ARTICLE 32
DURATION AND FINALITY**

Section 1 -- Effective Date

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2023, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

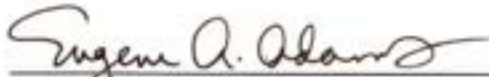
Section 2 – Finality

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.

On this ____ day of _____, 2022 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


**FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403**

 2/15/22

Eugene Adams, Director
Mayor's Office of Legal Counsel

 2/22/22

Aaron Finkhousen, President
AFGE, Local 1403


Karl A. Racine, Attorney General
Office of the Attorney General

On this ____ day of _____, 2022 and in witness to this Agreement, the parties hereto set their signatures.

FOR THE DISTRICT OF COLUMBIA
GOVERNMENT

FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403



E. Lindsey Maxwell II, Esq., Director
Office of Labor Relations & Collective
Bargaining

Rebecca P.
Barnes

Digitally signed by Rebecca P.
Barnes
Date: 2022.02.24 15:02:57 -05'00'

Rebecca Barnes, Vice President
AFGE, Local 1403



2/15/22

Vanessa Natale, Deputy Director
Mayor's Office of Legal Counsel



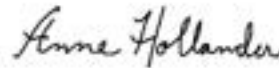
2/24/2022

Maureen Murat, Vice President
AFGE, Local 1403



3/8/2022

Nadine Wilburn, Chief Counsel & Sr. Advisor
Personnel, Labor & Employment Division
Office of the Attorney General



2/25/22

Anne Hollander
AFGE, Local 1403



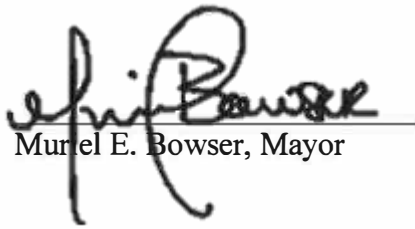
Rachel Noteware, Associate Director
Mayor's Office of Legal Counsel



Kathryn Naylor, Supervisory Attorney Advisor
Office of Labor Relations & Collective
Bargaining

APPROVAL

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated March 8, 2022, has been reviewed in accordance with Section 1-617-15(a) of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 4 day of April, 2022.



Muriel E. Bowser, Mayor

MASTER AGREEMENT

BETWEEN

**THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL 20,
AFL-CIO**

AND

**THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE THROUGH SEPTEMBER 30, 2010

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	3
1	Recognition	4
2	Management Rights	5
3	Union Rights and Security	5
4	Labor-Management Meetings	7
5	Discrimination	7
6	Union Rights and Responsibilities	8
7	Discipline	13
8	Training and Career Ladder	16
9	Safety and Health	17
10	General Provisions	21
11	Bulletin Boards	22
12	Personnel Files	22
13	Seniority	23
14	Inclement Weather Conditions	25
15	Hours of Work	26
16	Administration of Leave	27
17	Administration of Overtime	31
18	Wages	31
19	Reduction-In-Force	32
20	Contracting Out	33
21	Strikes and Lockouts	33
22	Grievance Procedures	34
23	Employee Rights	37
24	New Technology and Equipment	37
25	Job Descriptions	37
26	Savings Clause	38
27	Duration and Finality	38

PREAMBLE

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title I, Chapter 6, Subchapter 1, D.C. Official Code § 1-601.02) states that the Council of the District of Columbia declares that it is the purpose and policy of this act to assure that the District of Columbia Government shall have a modern flexible system of public personnel administration, which shall “provide for a positive policy of labor-management relations including collective bargaining between the District of Columbia and its employees”

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01) states [t]he District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01(b) provides for collective bargaining between the Mayor of the District of Columbia and labor organizations accorded exclusive recognition for employee representation for employees of the District of Columbia Government.

Pursuant to the District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.10), various local unions or District Council 20 of the American Federation of State, County and Municipal Employees, AFL-CIO, (herein “AFSCME” or the “Union”) have been certified and/or recognized as the exclusive collective bargaining agent for employees of the District of Columbia Government (hereinafter the “District” or the “Employer”).

Accordingly, AFSCME and the District enter into this Agreement, which shall have as its purposes:

- (1) Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;
- (2) Improvement of morale of employees in service to the District of Columbia Government;
- (3) Enhancement of the quality of public service to the citizens of the District of Columbia;
- (4) Creation of a government that works better; and
- (5) Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation.

AFSCME and the District of Columbia Government declare that each party has been afforded the opportunity to put forth all its non-compensation proposals and to bargain in good faith. Both parties agree that this Agreement is the result of their collective bargaining and each party affirms its contents without reservation. This Preamble is intended to provide the background and purpose of the Collective Bargaining Agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 1 **RECOGNITION**

Section 1 – Recognition:

The District of Columbia Government (hereinafter referred to as the “District” or “Employer”) hereby recognizes as the sole and exclusive representative for the purpose of collective bargaining, the American Federation of State, County and Municipal Employees, AFL-CIO, District of Columbia District Council 20, and its affiliated Local Unions (hereinafter referred to collectively as the "Union" or "AFSCME") for each of the bargaining units under the personnel authority of the Mayor for which AFSCME is the certified collective bargaining representative.

Section 2 - Bargaining Units Descriptions:

This Agreement may also include agencies with independent personnel authority if they have executed an addendum opting to be covered by the provisions herein.

Section 3 - Coverage:

AFSCME, the certified exclusive representative of all employees in the bargaining unit referenced above, shall be responsible for representing the interests of employees in the units without discrimination as to membership; provided, however, that an employee who does not pay dues or service fees may be required by the Union to pay reasonable costs for personal representation.

Section 4 – New Units:

Bargaining units of employees under the administrative jurisdiction of the Mayor of the District of Columbia certified during the term of this Agreement shall be covered by the provisions of this Agreement, if agreed to by the parties.

Section 5 – Unit Clarification(s):

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board (hereinafter referenced as PERB) to clarify and correct inaccuracies contained on the current unit certifications. Prior to filing of the joint petition, the Union and Employer shall confer on the revised unit descriptions.

ARTICLE 2
MANAGEMENT RIGHTS

Section 1 – Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA):

(a) Management's rights shall be administered consistent with D.C. Official Code §1-617.08, 2001 edition as amended.

(b) All matters shall be deemed negotiable except those that are proscribed by this subchapter. Negotiations concerning compensation are authorized to the extent provided in Sections 1-617.16 and 1-617.17 (as amended).

Section 2 - Impact of the Exercise of Management Rights:

Management rights are not subject to negotiations; however, in the Employer's exercise of such rights, the Union may request the opportunity to bargain the impact and effects, where there has been an adverse impact upon employees regarding terms and conditions of employment.

ARTICLE 3
UNION RIGHTS AND SECURITY

Section 1 – Exclusive Agent:

The District shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by AFSCME. AFSCME shall have the right of unchallenged representation in its bargaining units for the duration of this Agreement in accordance with PERB Interim Rules, Section 502.9(b).

Section 2 – Meeting Space:

Upon request at least one day in advance, the Employer will provide meeting space as available for bargaining unit business. Except as provided elsewhere in this Agreement, meetings will be held on the non-work time of all employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 3 – Access to Employees:

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon

such employees' reporting to their work site within thirty (30) calendar days of employees' appointment or reappointment.

Section 4 - Dues Checkoff:

The Employer agrees to deduct union dues bi-weekly from the pay of employee members upon proper authorization. The employee must complete and sign Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of District Council 20. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer within the thirty (30) calendar day period prior to the anniversary date of this Agreement. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section 5 of this Article.

Section 5 - Service Fees:

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the employees in the unit are members of the Union.

Section 6 – Cost of Processing:

The Employer shall deduct \$.05 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted. This amount represents the fair value of the cost to the Employer for performing the administrative services and is payable to the Office of Labor Relations and Collective Bargaining.

Section 7 - Hold Harmless:

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability, which may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer, shall be returned to the Employer or conveyed by the Union to the employee(s), as appropriate.

ARTICLE 4
LABOR-MANAGEMENT MEETINGS

Section 1 – Labor-Management Partnerships:

Consistent with the principles of the D.C. Labor-Management Partnership Council, the parties agree to establish and support appropriate partnerships within the individual agencies covered by this Agreement. The purpose of such partnership will be to promote labor-management cooperation within a high-quality work environment designed to improve the quality of services delivered to the public.

Agency partnership should ordinarily be made up of equal numbers of high-level officials of labor and management who will meet regularly to consider such issues as they choose to discuss. Decisions by the partnership are by consensus only.

Section 2 – Labor-Management Contract Review Committee:

Appropriate high-level management and union representatives shall meet at least monthly, at either party's request, to discuss problems covering the implementation of this Agreement. The findings and recommendations of the Contract Review Committee will be referred to the Director for action. The Director or his/her designee shall respond in writing to any written finding and recommendation of the committee within a reasonable period.

ARTICLE 5
DISCRIMINATION

Section 1 – General Provisions:

The Employer agrees that it will not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee of the District Government has the right, freely and without fear of penalty or reprisal:

- (1) To form, join and assist a labor organization or to refrain from this activity;
- (2) To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under this law and rules and regulations through a duly designated majority representative; and,
- (3) To be protected in the exercise of these rights.

Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or as otherwise provided by law.

Section 2 – Equal Employment Practices:

The Employer agrees to vigorously continue the implementation of its Equal Employment opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of the notice shall be supplied to appropriate Union Shop Stewards.

Section 3 – Discrimination Charges:

Any charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 6
UNION RIGHTS AND RESPONSIBILITIES

Section 1 – Union Stewards:

Union Stewards shall be designated by the Union and shall be recognized as employee representatives. Union Stewards shall be employed at the same work area or shift as employees they are designated to represent. When a union steward is transferred by an action of management (not including promotion or transfer at the employee's request), the steward may continue to act as a steward for his/her former work site for a period not to exceed 45 days from original notification. The Union will supply the Employer with lists of stewards' names, which shall be posted on appropriate bulletin boards. The Union shall notify the Employer of changes in the roster of Stewards. Stewards are authorized to perform and discharge union duties and responsibilities, which may be assigned to them under the terms of this Agreement.

Section 2 – Performance of Duties:

Stewards shall obtain permission from their immediate supervisors prior to leaving their work assignments to properly and expeditiously carry out their duties during a reasonable amount of official time to be estimated in advance whenever possible. Before attempting to see an employee, the Steward will obtain permission from the employee's supervisor. Such permission will be granted unless the employee cannot be immediately relieved from his assigned duties, in which case permission will be granted as soon as possible thereafter. If the immediate supervisor is unavailable, permission will be requested from the next highest level of supervision. Requests by Stewards for permission to meet with employees and/or by employees to meet with Stewards will not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited and the general purpose of the visit i.e., grievance investigation, labor-management meetings, negotiation sessions, etc.

A Steward thus engaged will report back to his/her supervisor on completion of such duties and return to their job. The employer agrees that there shall be no restraint, interference, coercion, or discrimination against a Steward in the performance of such duties.

Section 3 – Union Activities on Employer's Time and Premises:

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, in accordance with Article 6 of this Agreement, Union representatives shall be allowed to:

- A. Post Union notices on designated Union bulletin boards (with a copy given to the Employer);
- B. Attend negotiation meetings;
- C. Transmit communications authorized by the District Council and Local Union or its officers to the Employer or his/her representative;
- D. Consult with the Employer or his/her representative, District Council and Local Union Officers, other Union representatives or employers, concerning the enforcement of any provisions of this Agreement, and other Labor-Management activities. Official time does not include internal Union activities; and
- E. Solicitation of Union membership and distribution of literature shall be confined to the non-working time of all employees involved and out of sight of the public.

Section 4 – Visits by Union Representatives:

The Employer agrees that representatives of the American Federation of State, County and Municipal Employees whether local, Union representatives, District council representatives, or

International representatives shall have full and free access except in secured areas, to the premises of the Employer at any time during working hours to conduct Union business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause minimal disruption of the work activities.

Section 5 – Union Insignia:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters; therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their uniforms, except for uniformed police.

Section 6 – Official Time:

Union representatives who engage in labor management activities during working hours shall indicate on the “Official Time Report” the activity performed. No Union representative will be disadvantaged in the assessment of his/her performance based on use of documented official time while conducting labor management business.

OFFICIAL TIME REPORT

REPORTING PERIOD (each pay period)

Page 1 of 2

OFFICIAL TIME SPENT ON LABOR-MANAGEMENT ACTIVITIES FROM: TO:

Name of Union Representative (Last Name, First, Middle Initial) Name of Supervisor Submitting Report

Organization (Agency, Division, Branch)

Representational Functions of Official Time (Activity) as identified in the Agreement. [See Reverse Side]

DATE	Requested Time		Activity (1-8) Identify all that apply	Supv. Approving Initials	Actual Time		Total Time Used	Union Rep. Initial	Supv. Approving Initials
	FROM: am/pm	TO: am/pm			FROM: am/pm	TO: am/pm			

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity)

1	Labor negotiations.
2	Contacts between employee representatives and employees provided for in the negotiated grievance procedure.
3	Grievance meetings and arbitration hearings.
4	Disciplinary or adverse action meetings, if the Union is designated as representative of the employee.
5	Attendance at an examination of an employee who reasonably believe he or she may be the subject of a disciplinary or adverse action and the employee has requested representation.
6	Attendance at board or other committee meetings on which the Union representatives are authorized membership by the Employer or the Agreement.
7	Attendance at meetings between the Employer and the Union.
8	Attendance at agency recognized/sponsored activities to which the Union has been invited.

**Distribution: Original to Office of Labor Relations & Collective Bargaining
Copy kept by Supervisor & Union Representative**

ARTICLE 7 **DISCIPLINE**

Section 1:

Discipline shall be imposed for cause, as provided in the D.C. Official Code § 1-616.51 (2001 ed.).

Section 2:

For the purposes of this Article, discipline shall include the following:

- a. **Corrective Actions:** Written reprimands or suspensions of nine (9) days or less;
- b. **Adverse Actions:** Removal, suspension for more than nine (9) days; or a reduction in rank or grade or pay for cause.

Section 3:

Discipline will be appropriate to the circumstances, and shall be primarily corrective, rather than punitive in nature. After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the principle of progressive discipline and D.C. Office of Personnel regulations.

Section 4:

If a supervisor has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 5:

Unless there is a reasonable cause to believe that an employee's conduct is an immediate hazard to the agency, the employee or other employees, or is detrimental to public health, safety or welfare, an employee against whom adverse action is proposed shall be entitled to at least thirty (30) days advance written notice of proposed adverse action (or fifteen (15) days if corrective action is proposed). The notice will identify the causes and the reasons for the proposed action.

Section 6:

Recognizing that the Union is the exclusive representative of the employees in the bargaining unit, the Department shall in good faith attempt to notify the Union of proposed disciplinary actions. Each Department shall notify the union of the method of notification. Further the Employer agrees

to notify the employee of his or her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and his/her authorized representatives for review. The employee or his/her authorized representative will be entitled to receive a copy of the material upon written request.

Any information that cannot be disclosed to the employee, his representative, or physician shall not be used to support the proposed action.

Section 7:

Except in the special circumstances referred to in Section 5 above, an employee shall be entitled to at least ten (10) workdays to answer the notice of proposed corrective or adverse action. If the proposed action is removal, the employee shall upon request, be granted an opportunity to be heard prior to a final decision. This opportunity to be heard shall be afforded by a person designated by the agency head. This person shall not be in the supervisory chain between the proposing and/or deciding official(s) and shall not be subordinate to the proposing official. This person shall review the employee's answer, discuss the proposed action with the employee and/or his representative and appropriate representatives of the Employer and make a recommendation to the deciding official who will act upon the recommendation, as he/she deems proper.

Section 8:

The person proposing a disciplinary action shall not be the deciding official unless the proposing official is the agency head or Director of Personnel.

Section 9:

Except in the special circumstances referred to in Section 5 above, an employee against whom a corrective or adverse action has been proposed shall be kept in an active duty status during the notice period.

Section 10:

The deciding official shall issue a written decision within forty-five (45) calendar days from the date of receipt of the notice of proposed action which shall withdraw the notice of proposed action or sustain the proposed action in whole or in part. The forty-five (45) day period for issuing a final decision may be extended by agreement of the employee and the deciding official. If the proposed action is sustained in whole or in part, the written decision shall identify which causes have been sustained and which have been dismissed, describe whether the proposed penalty has been sustained or reduced and inform the employee of his or her right to appeal or grieve the decision, and the right to be represented. The final decision shall also specify the effective date of this action.

Section 11:

In any circumstance in which the Employer has reasonable cause to believe that an employee's conduct is an immediate hazard to the employing agency, to the employee involved or other employees, or is detrimental to public health, safety or welfare the Employer may place an employee on administrative leave whether or not notice of proposed action has been given to the employee.

Section 12:

Notice of final decision, dated and signed by the deciding official, shall be delivered to the employee on or before the time the action is effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail.

Section 13:

Except as provided in Section 14 of this Article, employees may grieve actions through the negotiated grievance procedure, or appeal to the Office of Employee Appeals (OEA) in accordance with OEA regulations but not both. Once the employee has selected the review procedure, that choice shall be the exclusive method of review.

Section 14:

The removal of an employee during his or her probationary period is neither grievable nor appealable and shall be done in accordance with the DPM.

Section 15:

If a final decision is grieved through the negotiated grievance procedure a written grievance shall be filed with the deciding official within fifteen (15) workdays after the effective date of the action.

Section 16 – Troubled Employees:

In appropriate cases, consideration shall be given to correcting the problem through the D.C. Consultation and Counseling Service. When the District implements a new employee assistance program, this shall take the place of the D.C. Consultation and Counseling Service.

Section 17:

Whenever an employee is questioned by a supervisor with respect to a matter for which a disciplinary action is intended against the employee, the employee may, upon request, consult with a union official or other representative. Upon such request, the supervisor will stop the questioning until the employee can consult with such representative, but in no event will such questioning be

delayed beyond the end of the employee's following shift. When and if questioning is resumed, an employee may have a union official or other representative present.

ARTICLE 8

TRAINING AND CAREER LADDER

Section 1 – Basic Training:

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement. Continued training shall be within budgetary constraints.

Section 2 - Continued Training Opportunities:

The Employer will encourage and assist employees in obtaining career related training and education outside the Department by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide.

Section 3 - Career Ladder:

The parties recognize and endorse the value of employee training and career ladder programs. Both parties subscribe to the principles of providing career development opportunities for employees who demonstrate potential for advancement. The feasibility of upward mobility and training programs for unit employees shall be a proper subject for labor-management meetings. Career ladder promotions when effected, shall be in accordance with DPM Chapter 8, Part II, Subpart 8, and Appendix A.

Section 4 - Experience Verification:

When an institution of higher learning provides credit for on-the-job experience, the Employer will, at the request of the employee, provide pertinent information to verify the employee's experience with the District. The employee shall provide the relevant documents and information necessary for the release of the employee's information to the relevant institution.

Section 5 - Union Sponsored Career Advancement Programs:

Management and the Union support the objective of meaningful career advancement for District Government workers in the areas of promotion, transfers and filling of vacancies. In keeping with this objective, the Union will investigate and develop programs to enhance opportunities for

career advancement such as: career counseling services; placement of career planning resource materials on site; correspondence course arrangements with area colleges, universities, vocational and technical schools; and workshops on resume writing and interview skills.

Programs that are developed will be presented and discussed during appropriate labor-management committee meetings for review and consideration.

ARTICLE 9 **SAFETY AND HEALTH**

Section 1 - Working Conditions:

A. The District shall provide and maintain safe and healthful working conditions for all employees as required by applicable laws. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Employer will make every effort to provide and maintain safe working conditions. AFSCME will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended). The District will promptly make every effort to qualify its plan under the Occupational Safety and Health Administration (OSHA) as established by the U.S. Department of Labor.

C. The District shall furnish and maintain each work place in accordance with standards provided within this Section.

Section 2 - Employees Working Alone:

Employees shall not be required to work alone in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery are to be handled, or in known dangerous situations whenever the health and safety of an employee would be endangered by working alone.

Section 3 - Corrective Actions:

A. If an employee observes a condition, which he or she, believes to be unsafe, the employee should report the condition to the immediate supervisor.

B. If the supervisor and employee agree that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.

C. If the supervisor and employee do not agree that a condition constitutes an immediate hazard to the health and safety of the employee, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his or her AFSCME representative, and shall make a determination.

D. Employees shall not be required to operate equipment that has been determined by the Employer or the appropriate D.C. Safety Officer to be unsafe to use, when by doing so they might injure themselves or others.

Section 4 - Medical Service: On-the-Job Injury:

A. The District shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the District shall arrange immediately for transportation to an appropriate medical facility.

B. The need for additional first-aid kits will be an appropriate issue for Safety Committee determination. Recommendations of the Safety Committee will be referred to the appropriate agency officials.

Section 5 - Safety Devices and Equipment:

Protective devices and protective equipment shall be provided by the District and shall be used by the employees.

Section 6 - Safety Training:

A. The District shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee established in Section 8(A).

B. The District shall provide CPR training to all employees who request such training.

Section 7 - Information on Toxic Substances:

Employees who have been identified by the Safety Committee and the Department or District Safety Officer as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Safety Committee and Safety Officer will refer to standards established by other appropriate authorities such as Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH) or the Environmental Protection Agency (EPA).

Section 8 - Safety Committees:

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the District is hereby established in each department/agency.

B. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons of the Committee. The Agency's Risk Management official shall serve on the Safety Committee as one of the Agency's representative.

C. The Safety Committee shall:

1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head and the Office of Risk Management;

3. Receive appropriate health and safety training.

D. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

E. In departments/agencies where there is more than one Local Union, there shall be a safety committee for each Local Union, unless otherwise agreed upon.

F. Safety Committees may be reorganized upon agreement of both parties.

Section 9 - Medical Qualification Requirements:

The District agrees to abide by the provisions of Chapter 8, Sections 848.19 and 848.20 of the D.C. Personnel Regulations as published in the D.C. Register, Volume 32, April 5, 1985 (32 DCR 1858, 1911).

Section 10 - Light Duty:

A. The District agrees to provide light duty assignments for Employees injured on the job to the extent that such light duty is available as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician. The certification must identify the employee's impairments and the type of light duty he or she is capable of performing.

2. The Employee will be given light duty assignments for which he or she is qualified, initially within his or her own Bureau or organizational unit. If light duty is not available within the Bureau or organizational unit, suitable work will be sought elsewhere in the department/agency.

3. Light duty assignments shall not normally extend beyond 45 working days. However, if there are no other requests for light duty, this period may be extended until such time as the request is made by another employee. Employees unable to perform their regularly assigned duties after the expiration of that time shall make application for disability compensation or exercise such other options as may be available to employees under the provisions of this Agreement or under law, and in accordance with paragraph 5 below.

4. Where there are more requests for light duty than there are light duty assignments, assignments shall be made in the order of earlier date of request.

5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels, or other assistance as may be available in accordance with Section 9. In the event compensation or retirement is not approved, the employee may be required to take a fitness for duty examination and may be separated if (a) found unfit to perform or (b) found fit but refuses to report for full duty.

Section 11 - Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. The cost of authorized transportation will be assumed by the Employer. Administrative leave will be granted if authorized by the Mayor or his or her designee.

Section 12 - Employee Health Services:

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Law 2-139). Employee health services shall include such services as provisions for emergency diagnosis and emergency treatment of illness, physical examination including, but not limited to, pre-employment, fitness for duty or disability retirement evaluation; treatment of minor illness; preventive services; health information to assist employees to protect, conserve, and improve physical and mental health; and counseling and appropriate referrals to the D.C. Consultation and Counseling Service.

Section 13 - Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information. Copies of rules relating to medical information will be made available to AFSCME.

Section 14:

A. The Employer agrees to follow Mayor's order 87-95 regarding ergonomic policy for use of video display terminals (VDT).

B. Continuous users who operate a video display terminal for more than two continuous hours shall be allowed to move out of their chairs for brief periods to perform other tasks as specified by their supervisor.

C. If a pregnant employee, who is a continuous VDT user, submits a medical statement from her physician which recommends limiting her use of the VDT during the term of her pregnancy because of exposure to radiation, reasonable consideration will be given to providing the employee with other available duties, within the work unit, for which she is qualified and which her doctor certifies that she can perform.

Section 15:

The Employer agrees to provide the Union with a copy of all current D.C. Safety Officers, and revisions as they occur.

ARTICLE 10
GENERAL PROVISIONS

Section 1 – Work Rules:

Employees will be advised of verbal and written work rules, which they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

Section 2 - Distribution of Agreement:

The Employer and the Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

ARTICLE 11
BULLETIN BOARDS

The Employer agrees to furnish suitable Bulletin Boards and/or space to be placed at locations mutually acceptable to the Union and the Employer. The Union shall limit its posting of notices and bulletins to such Bulletin Boards.

ARTICLE 12
PERSONNEL FILES

Section 1 - Official Files:

The Employer shall maintain the official files of all personnel in all units covered by this Agreement in the Office of Personnel. Records of corrective actions or adverse actions shall be removed from an employee's official file in accordance with the DPM.

Section 2 - Right to Examine:

Each employee shall have the right to examine the contents of his/her personnel files upon request.

Section 3 – Right to Respond:

Each employee shall have the right to answer any material filed in his/her personnel file and his/her answer shall be attached to the material to which it relates.

Section 4 - Right to Copy:

An employee may copy any material in his/her personnel file.

Section 5 – Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material.

Section 6 – Confidential Information:

The DC Office of Personnel shall keep all arrests by the Metropolitan Police, fingerprint records, and other confidential reports in a confidential file apart from the official personnel folder.

Section 7 - Employee to Receive Copies:

A. The employee shall receive a copy of all material placed in his/her folder in accordance with present personnel practices. Consistent with this Article when the Employer sends documents to be placed in an employee's personnel folder which could result in disciplinary action or non-routine documents which may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates he/she received a copy.

B. If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her personnel folder as provided in this section the employee will be given the opportunity to respond to that document and the response will be included in the folder.

Section 8 – Access by Others:

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel folder. The access card signed by all those who have requested and have been given access to the employee's file shall be available for review by the employee.

ARTICLE 13
SENIORITY

Section 1 - Definition:

Seniority means an employee's length of continuous service with the Employer from his/her date of hire for purposes of this Article only. Employees hired on the same day shall use alphabetical order of surname in determining seniority.

Section 2 - Breaks in Continuous Service:

An employee's continuous service shall be broken by voluntary resignation, discharge for cause or retirement. If an employee returns to his former, or a comparable, position within one year, the seniority he had at the time of his/her departure will be restored but he/she shall not accrue additional seniority during his/her period of absence.

Section 3 - Seniority Lists:

Each agency with employees covered by this Agreement shall provide the Union semi-annually with list of names of employees represented by the Union in that Agency. The list will be in seniority order as defined by Section 1 of this Article. Also, each agency will supply the Union semi-annually with lists of new hires in bargaining unit positions and with names of unit employees who have left the agency since the last seniority list.

Section 4 - Reassignments:

A reassignment requested by an employee to a position in the same classification within an agency/department may be effected by mutual agreement.

Section 5 - Promotions:

A. Whenever a job opening occurs, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards for ten (10) working days prior to the closing date. A copy of the notices of job openings will be given to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the open position or job including employees on layoff may do so. The application shall be in writing, and it shall be submitted to the appropriate Personnel Office.

C. Management has the right to determine job qualifications, provided they are limited to those factors' directly required to satisfactorily perform his/her job. Where all job factors are relatively equal, the employee with the greatest departmental seniority within the unit shall be promoted.

Section 6 - Change to Lower Grade:

A. The term "change to lower grade", as used in this provision means change of assignment from a position in one job classification to a lower paying position in the same job classification.

B. Demotions may be made to avoid laying off employees, to provide for employees who request a change to lower grade for personal convenience, or to change an employee to a lower grade when he/she is unable to perform satisfactorily the duties of his/her position.

Section 7 - Individual Work Schedules:

Work schedule changes initiated by the Employer affecting an individual employee shall be in accord with department/agency seniority, except where specific skills are needed.

Section 8 - Pay for Work Performed in Higher Graded Position:

A. Employees detailed or assigned to perform the duties of a higher graded position for more than four (4) pay periods in any calendar year shall receive the pay of the higher graded position. Assignment to a higher graded position for periods of at least one (1) pay period shall count toward the accumulation of the four (4) pay period requirement. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for

temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

B. This provision shall not apply to training programs.

C. Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

ARTICLE 14

INCLEMENT WEATHER CONDITIONS

Section 1 – Inclement Weather Work:

A. Any full-time employee who is scheduled to report for work and who presents himself for work as scheduled shall be assigned to at least eight (8) hours work.

B. If weather conditions do not permit the employee to perform his/her regularly scheduled duties and there is no other work available in line with his/her normal duties, the employee shall be given the option to perform other work or be paid at his/her regular rate for a minimum of four (4) hours and released from duty at his/her election on annual leave or leave without pay.

C. Employees working on snow detail or who are required to shovel snow shall be assigned in the following order:

1. Volunteers
2. In the inverse order of seniority

D. Employees with established health concerns may request to be exempt from snow shoveling assignments.

Section 2 - Reporting Time:

A. During inclement weather where the District Government has declared an emergency, employees (other than those designated emergency employees) will be given a reasonable amount of time to report for duty without charge to leave. Those employees required to remain on their post until relieved will be compensated at the appropriate overtime rate or compensatory leave for the time it takes his/her relief to report for duty.

B. The Employer agrees to dismiss all non-emergency employees when early dismissal is authorized by higher officials during inclement weather.

ARTICLE 15
HOURS OF WORK

Section 1 - Workday:

Except as provided in this Article, the normal workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

Section 2 - Workweek:

Except as provided in this Article, the workweek for full-time employees shall normally consist of five (5) consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours. Special schedules will be established for employees, other than employees in continuous operations, who are required to work on Saturday, Sunday or seasonal schedules as part of their regular workweek.

Section 3 - Continuous Operations and Shifts:

The workday for employees in 24-hour continuous operations shall consist of eight hours of work. Work schedules for employees assigned to shifts, showing the employee's workdays, and hours, shall be posted on appropriate bulletin boards. All employees shall be scheduled to work regular work shifts i.e., each work shift shall have a regular starting and quitting time.

Section 4 - Changes in Work Schedules:

Except in emergencies, regular work schedules shall not be changed without ten (10) working days advance notice.

Section 5 - Flexible/Alternative Work Schedules:

A. The normal work hours may be adjusted to allow for flexible/alternative work schedules, with appropriate adjustments in affected leave and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where: (1) it is cost effective, (2) it increases employee morale and productivity, or (3) it better serves the needs of the public. The Union will be given advance notice (when flexible/alternative work schedules are proposed) and shall be given the opportunity to consult.

B. An alternative work schedule will provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums will be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

ARTICLE 16
ADMINISTRATION OF LEAVE

Section 1 – General:

Employees shall be eligible to use leave in accordance with the personnel rules and regulations. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the length of time off the employee desires, the type of leave requested and the reason for the request. An excused absence is an absence from duty without loss of pay and without charge to leave when such absence is authorized by statute or administrative discretion.

Section 2 - Annual Leave:

A. Normal Requests for Leave: A request for a short leave of absence, not to exceed three days, shall be requested in writing on the proper form and answered before the end of the work shift in which the request is submitted. A request for a leave of absence between four to seven days must be submitted five (5) calendar days in advance and answered within five days, except for scheduled vacations, as provided for in Section 2 of this Article. If the request is disapproved, the supervisor shall return the SF-71 with reasons for the disapproval indicated. Requests for annual leave shall not be unreasonably denied.

B. Emergency Requests: Any employee's request for immediate leave due to family death or sickness shall be granted or denied immediately.

C. Carryover: Annual leave, which is not used, may be accumulated from year to year. In general, the maximum allowable leave is thirty (30) days, unless the employee had a greater amount of allowable leave at the beginning of the leave year. Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation or other separation from the employer, consistent with the negotiated Compensation Agreement.

D. Vacation Schedules: Every effort will be made to grant employees leave during the time requested. If the operations would suffer by scheduling all requests during a given period of time, a schedule will be worked out with all conflicts to be resolved by the application of seniority. After vacations are posted, no changes shall be made unless mutually agreeable or an emergency arises. Employees will be encouraged to schedule vacations through the year.

Section 3 - Sick Leave:

A. Requests:

1. Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Employees shall request sick leave as far in advance as possible prior to the start of their regular tour of duty on the first day of absence.

2. Sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, and chiropractors for the purpose of securing diagnostic examinations, treatments and x-rays.

3. Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave unless such sick leave exceeds three work days continuous duration. However, if Management has given written notice to an employee that there is a good reason to believe that the employee has abused sick leave privileges, then the employee must furnish a doctor's certificate for each absence from work, which is claimed as sick leave regardless of its duration. The Union will encourage employees to conserve sick leave for use during periods of extended illness.

4. Advance sick leave requests will be given prompt consideration by the Employer consistent with Section 3(b) of this Article when the following provisions are met:

(a) The request must be submitted in writing and must be supported by acceptable medical certificates.

(b) All available accumulated sick leave to the employee's credit must be exhausted. The employee must use annual leave he/she might otherwise forfeit.

(c) In the case of employees serving under temporary appointments, or under probationary or trial periods, advance sick leave should not exceed an amount which is reasonably assured will be subsequently earned during such period.

(d) The amount of sick leave advanced to an employee's account will not exceed 240 hours at any time. Where it is known that the employee is to be separated, the total sick leave advanced may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

(e) There must be a reasonable assurance that the employee will return to duty.

B. Advance Sick Leave: Advance sick leave may be granted to permanent or probationary employees in amounts not to exceed 240 hours. Furthermore, an employee may not be indebted for more than 240 hours of sick leave at any one time. Sick leave may be advanced to

employees holding a limited appointment or one expiring on a specific date, but not in excess of the total sick leave that would accrue during the remaining period of such appointment. In either case the employee request must be supported by a statement from his/her physician attesting that the employee has a serious disability or ailment and is incapacitated for duty and stating the period of time expected to be involved. The request should be denied only if the requirements of Section 3 (a) and (b) are not met or there is a reason to believe that the employee will not return to duty or that he/she has abused the sick leave privilege in the past.

C. All accrued and accumulated sick leave must be exhausted before the advance sick leave is credited. Accrued and accumulated annual leave may remain standing to the credit of employees. The Employer will use its best efforts to answer an employee's request for advanced sick leave within fifteen (15) working days. However, an employee is responsible for applying advance sick leave in writing as far in advance as possible. If the request is denied, the reasons for such denial shall be given in writing. Further, the employee will be given consideration for LWOP consistent with the provisions of personnel rules and regulations.

Section 4 – Other Paid Leave:

A. **Military Leave:** Full-time employees are entitled to leave as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code Section 1-612.03(m) and applicable rules and regulations and the Compensation Units 1 & 2 Agreement, which provide in part the following:

1. Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for any parade or encampment with the D.C. National Guard when ordered by the Commanding General, excluding weekly drills and meetings.

2. Additional military leave with pay will be granted to full-time employees who are members of the reserve components of the Armed Forces or the National Guard for the purpose of providing military aid to enforce the law for a period not to exceed 22 workdays per calendar year.

B. **Court Leave:** Employees shall be granted leave of absence with pay anytime they are required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government, in accordance with personnel rules and regulations.

C. **Voting Leave:** Where the polls are not open at least three hours either before or after an employee's regular hours of work, he/she may, upon request, be granted an amount of excused time which will permit him/her to report to work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Leave for voting will be allowed in accordance with the personnel rules and regulations.

D. **Funeral Leave:** Funeral leave shall be granted in accordance with the Compensation Units 1 & 2 Agreement.

E. Civic Duty: Upon advance request and adequate justification employees required to appear before a court or other public body on public business in which they are not personally involved shall be granted leave of absence with pay unless paid leave is prohibited by Federal or District Regulations or Statutes.

F. Examinations: Employees shall be excused without charge to leave in accordance with personnel rules and regulations for the purpose of taking an employment medical examination and examination for induction or enlistment in the active Armed Forces, a District Government owned vehicle operator examination, a civil service examination or other examination which his/her department has requested him/her to take in order to qualify for reassignment, promotion, or continuance of his/her present job, but not for the reserve Armed Forces. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of the Department or agency head, the District Government will benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to the District Government must be requested in accordance with the general leave provisions.

Section 5 - Leave Without Pay:

A. General: Leave of absence without pay for a limited period may be granted at the supervisor's discretion for a reasonable purpose if requested in advance in writing.

B. Union: Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the employee and the Union be granted a leave of absence without pay; provided the written request states the purpose and duration of the absence, and is submitted thirty (30) calendar days in advance of the commencement of the desired period of absence. If the Employer indicates that the requested leave will unduly hamper its operations, it may offer an alternative for consideration by the Union.

C. The initial leave of absence shall not exceed one (1) year. Leaves of absence for Union officials may be extended for similar periods. No more than one employee from a bargaining unit shall be on such extended leave at the same time.

D. Parenthood Leave: Maternity leave before and following childbirth shall be granted at the request of the employee. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. This period of absence shall be determined by the employee, her physician and her supervisor. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave, or leave without pay. Paternity leave may be granted for a period of up to two (2) weeks following childbirth, and may be extended at the supervisor's discretion. Such leave shall be a combination of annual leave or leave without pay.

E. Leave may be granted for a period of up to two (2) weeks to an employee who is adopting a child, with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual leave or leave without pay.

F. Union Officer Leave: Attendance at Union sponsored programs may be approved annual leave or leave without pay in accordance with normal leave practices unless Administrative Leave has been approved.

G. Educational Leave: After completing one (1) year of service an employee upon request may be granted a leave of absence for educational purposes provided that successful completion of the course will contribute to the work of the Department. The period of leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee is returning from educational leave during which he/she has acquired the qualification of a higher rated position he/she shall not have lost any of his/her rights in being evaluated for the higher graded position.

ARTICLE 17 **ADMINISTRATION OF OVERTIME**

Section 1 -Distribution:

Overtime work shall be equally distributed among employees. Specific arrangements for the equitable distribution of overtime shall be agreed to at Union Management Cooperation Meetings. Individual employee qualifications shall be considered when decisions are made on which employees shall be called for overtime work.

Section 2:

Management will solicit volunteers when overtime work is required. In the event a sufficient number of qualified volunteers are not available to perform the job functions, overtime work will be assigned to equally qualified employees in inverse order of seniority, unless a different system is worked out on a local-by-local basis. Instances of hardship should be presented to the supervisor and shall be considered on a case-by-case basis.

ARTICLE 18 **WAGES**

Section 1:

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled payday is a holiday, the preceding day shall be the payday. If, for any reason, an employee's paycheck is not available on the prescribed day, or if it does not reflect the full amount due, that employee will be paid as quickly thereafter as is possible, and under no circumstances will he or she be required to wait until the next regular payday.

Section 2:

If an employee's paycheck is delayed, the employee shall immediately notify his/her supervisor. The supervisor shall initiate efforts through the agency controller to obtain a supplemental payment. Supplemental payments will not effectuate normal payroll deductions. Appropriate payroll deductions will be deducted from the employee's subsequent paycheck. (Except DHS, see Attachment 6.)

ARTICLE 19
REDUCTION-IN-FORCE

Section 1 - Definition:

The term reduction-in-force, as used in this Agreement means the separation of a permanent employee, his/her reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his/her position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

Section 2 – Consultation:

The Employer agrees to consult in advance with the Union prior to reaching decisions that might lead to a reduction-in-force in the bargaining unit. The Employer further agrees to minimize the effect and such reduction-in-force on employees and to consult with the Union toward this end.

Section 3 - Procedure:

A reduction-in-force will be conducted in accordance with the provisions set forth in the Comprehensive Merit Personnel Act [(CMPA), D.C. Official Code § 1-624].

Section 4 – Impact and Effects Bargaining:

In the event of a reduction-in-force, the Employer shall, upon request, provide the Union with appropriate information to insure that the Union can engage in impact and effects bargaining over the reduction-in-force.

Section 5 - Review of Procedures:

In the event of reduction-in-force, the affected employee will receive credit for his/her performance in accordance with the Comprehensive Merit Personnel Act, [D.C. Official Code Ann., Title 1, Section 1-624 (2001 Edition)].

ARTICLE 20
CONTRACTING OUT

Section 1:

During the term of this Agreement the Department shall not contract out work traditionally performed by employees covered by this Agreement, except where Manpower (including expertise and technology) and/or Equipment in the department/agency are not available to perform such work, when it is determined by the Mayor that budgetary conditions exist requiring contracting out, or when it is determined by the Department that emergency conditions exist requiring such contracting out (provided however that the contracting out is for a period of time that the emergency exists). The Agency shall consult with the Union prior to any formal notice to contract out bargaining unit work.

Section 2:

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union thirty (30) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Agency shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

ARTICLE 21
STRIKES AND LOCKOUTS

Section 1 - Definition:

The term strike as used herein means any unauthorized concerted work stoppage or slowdown.

Section 2 - Strikes:

It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District.

Section 3 - Lockouts:

No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

Section 4 - Other Considerations:

At no time however, shall employees be required to act as strikebreakers.

ARTICLE 22
GRIEVANCE PROCEDURES

Section 1:

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement, shall be settled as described in this Article unless otherwise agreed to by the parties.

Section 2 - Procedure:

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Therefore, grievances should be filed at the lowest level where resolution is possible. Accordingly, a grievance may be filed at the Step in the grievance procedure where the alleged action, which precipitated the grievance, occurred.

Step 1: The employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor as soon as is practicable, but no later than fifteen (15) working days from the date of the occurrence or when the Union and/or the employee first had knowledge of or should have known of the occurrence. The supervisor shall attempt to adjust the matter and shall respond to the Steward as soon as is practicable, but not later than fifteen (15) working days after the receipt of the grievance.

Step 2: If the grievance has not been settled, it shall be presented in writing by the employee and/or the Union to the second level supervisor within ten (10) working days after the Step 1 response is due or received, whichever is sooner. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the contract provision violated, a general description of the incident giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The second level supervisor shall respond to the Union and/or employee in writing within ten (10) working days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the employee and/or Union to the third level supervisor within ten (10) working days after the Step 2 response is due or received, whichever is sooner. The third level supervisor shall respond in writing (with a copy to the Local President) within ten (10) working days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, it shall be presented by the employee and/or the Union to the Office of the Director or his/her designated representative, in writing within fifteen (15) working days after the Step 3 response is due or received, whichever is sooner. The office of the Director, or his/her designated representative shall respond in writing (with a copy to the Local President) within fifteen (15) working days after the receipt of the written grievance and a copy to the Office of Labor Relations and Collective Bargaining.

Step 5: If the grievance is still unresolved, the Union may by written notice request arbitration within twenty (20) days after the reply at Step 4 is due or received, whichever is sooner.

Section 3 - Union Participation:

A. The Employer shall notify the Union in writing of all grievances filed by the employees, all grievance hearings and determinations when such employees present grievances without the Union. The Union shall have the right to have a representative present at any grievance hearing and shall be given forty-eight (48) hours notice of all grievance hearings.

B. Any grievance of a general nature affecting a large group of employees and which concerns the misinterpretation, misapplication, violation or failure to comply with the provisions of the Agreement shall be filed at the option of the Union at the Step or level of supervision where the grievance originates without resorting to previous steps.

Section 4 - Who May Grieve:

Either an employee or the Union may raise a grievance, and if raised by the employee, the Union may associate itself therewith at any time if the employee so desires. Whenever the Union shall raise or is associated with a grievance under this procedure, such a grievance shall become the Union's grievance with the Employer. If raised by the Union, the employee may not thereafter raise the grievance him/herself, and if raised by the employee, he/she may not thereafter cause the Union to raise the same grievance independently.

Section 5 - Selection of the Arbitrator:

A. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer, through the Office of Labor Relations and Collective Bargaining, and by the Union as soon as possible after notice of intent to arbitrate is received. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties.

B. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the American Arbitration Association guidelines unless modified by this Agreement.

Section 6 - Decision of the Arbitrator:

The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

Section 7 - Expenses of the Arbitrator:

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and make copies available without charge to the other party and the arbitrator.

Section 8 - Time Off For Grievance Hearings:

The Employee, Union Steward and/or Union representative shall upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 3 of Article 6 on Union Stewards.

Section 9 – Time Limits:

All time limits set forth, in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked.

Section 10:

Matters not within the jurisdiction of the department/agency will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

Section 11:

A. The parties agree that a process of grievance mediation may facilitate satisfactory solutions to grievances prior to arbitration. Therefore, on an experimental basis and when mutually agreed to by the parties, a mediator may be selected and utilized to facilitate settlements. The mediator may not impose a settlement on the parties, and any settlement reached will not be precedential unless otherwise agreed to by the parties on a case-by-case basis.

B. Grievances may be combined for the purpose of mediation upon mutual agreement by the parties.

ARTICLE 23
EMPLOYEE RIGHTS

Employees of the Unit shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist the Union or to refrain from any such activity. Except as expressly provided herein, the freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

ARTICLE 24
NEW TECHNOLOGY AND EQUIPMENT

Section 1:

Whenever new equipment or technological changes will significantly affect operations, the Employer shall provide notice to the Union at least 60 days in advance. This time limit does not apply to the introduction of equipment or technological changes on an experimental basis. When the Employer introduces such equipment or technological changes on an experimental basis the Employer will notify the Union upon introduction as where the experiment is being conducted and its nature and intended duration and will provide 60 days notice if the experiment is to be instituted permanently.

Section 2:

The Employer shall provide any reasonable training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, when reasonably available. The Employer shall bear the expense of the training.

Section 3:

If training is required by the Agency for employment and the training is held outside the employee's normal tour of duty, the employee shall receive compensatory time.

ARTICLE 25
JOB DESCRIPTIONS

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description.

ARTICLE 26
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 27
DURATION AND FINALITY

Section 1 - Duration of Agreement:

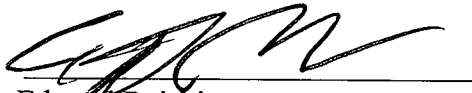
This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Official Code, 2001 Edition). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2010. Should either party desire to renegotiate, renew, extend or modify this Contract, notice will be given in writing in accordance with the requirements of the Comprehensive Merit Personnel Act. This Agreement shall remain in full force and effect during the period of negotiations.

Section 2 - Finality:

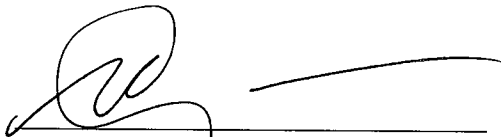
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

On this ____ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



Edward Reiskin
Interim City Administrator/
Deputy Mayor for Public Safety
And Justice




Natasha Campbell, Esq.
Supervisory Attorney Advisor
Office of Labor Relations
and Collective Bargaining

Carol Mitten, Director
Office of Property Management

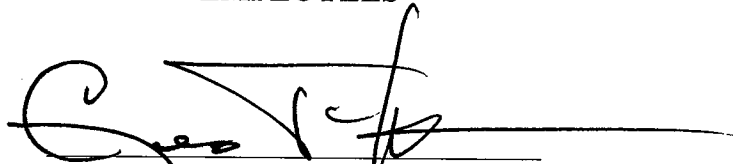


Benita Anderson, Labor Liaison
Office of Property Management



James D. Brown, Executive Director
Office of the Cable Television and
Telecommunications

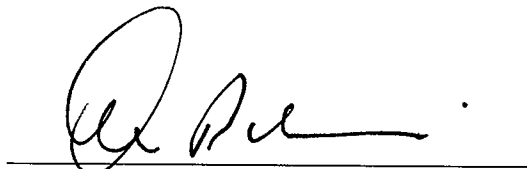
**FOR THE AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**



Geo T. Johnson, Executive Director
AFSCME District Council 20



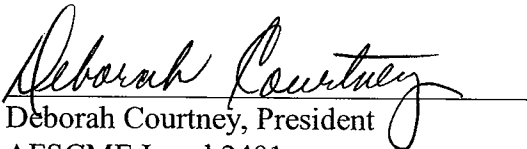
James E. Ivey, President
AFSCME District Council 20 and
AFSCME Local 2091



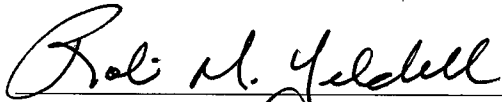
Al Bilik, Executive Assistant
AFSCME District Council 20



Brenda Featherstone, President
AFSCME Local 1200



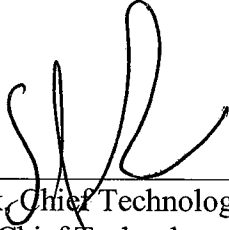
Deborah Courtney, President
AFSCME Local 2401



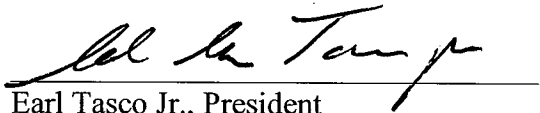
Robin Yeldell, Labor Liaison
Office of Cable Television and
Technology



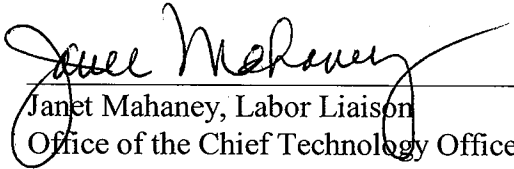
Cliff Dedrick, President
AFSCME Local 2743



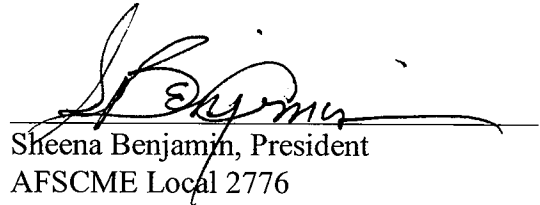
Suzanne Peck, Chief Technology Officer
Office of the Chief Technology Officer



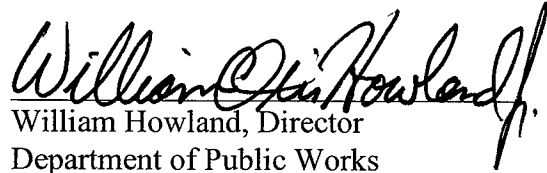
Earl Tasco Jr., President
AFSCME Local 2092



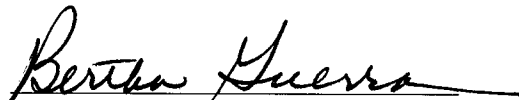
Janet Mahaney, Labor Liaison
Office of the Chief Technology Officer



Sheena Benjamin, President
AFSCME Local 2776



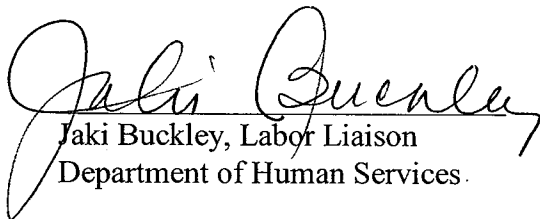
William Howland, Director
Department of Public Works



Bertha Guerra, Labor Liaison
Department of Public Works



Brian Wilbon, Interim Director
Department of Human Services



Jaki Buckley, Labor Liaison
Department of Human Services

Eugene A. Adams
Eugene Adams, Acting Attorney General
Office of the Attorney General

Patricia Higgins
Patricia Higgins, Labor Liaison
Department of Health

Gail Elkins Davis
Gail Elkins Davis, Labor Liaison
Office of the Attorney General

Dr. Gregg Fane
Dr. Gregg Fane, Director
Department of Health

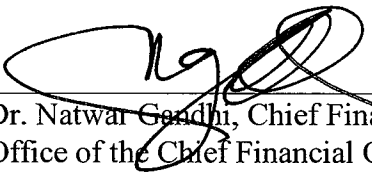
Bernadine Booker-Brown
Bernadine Booker-Brown, Labor Liaison
Department of Health

Thomas Hampton
Thomas Hampton, ~~Director~~ *Commissioner*
Department of Insurance, Securities
and Banking

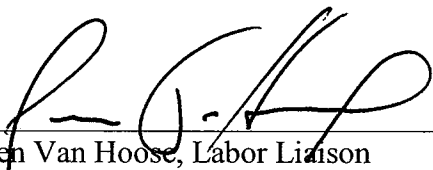
Patricia Haylock
Patricia Haylock, Labor Liaison
Department of Insurance, Securities
and Banking

Dr. Patrick Canavan, Director
Department of Consumer and
Regulatory Affairs


Deborah Bonsack, Labor Liaison
Department of Consumer and
Regulatory Affairs



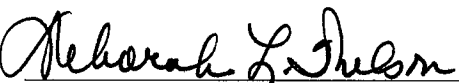
Dr. Natwar Gandhi, Chief Financial Officer
Office of the Chief Financial Officer



Ben Van Hoose, Labor Liaison
Office of the Chief Financial Officer



Uma Ahluwalia, Interim Director
Child and Family Services Agency



Debra Wilson, Labor Liaison
Child and Family Services Agency

**COMPENSATION COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

**EFFECTIVE October 1, 2021, through
September 30, 2025**

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	3
1	Wages	3
2	Metro Pass	4
3	Pre-Paid Legal Plan	4
4	District of Columbia Employee Affordable Housing Taskforce	5
5	Benefits Committee	6
6	Benefits	7
7	Overtime	14
8	Incentive Programs	16
9	Call-Back/Call-In/On Call and Premium Pay	17
10	Mileage Allowance	19
11	Annual Leave/Compensatory Time Buy-Out	20
12	Back Pay	20
13	Duty Station Coverage	21
14	Grievances	21
15	Local Environment Pay	21
16	Newly Certified Bargaining Units	23
17	Term and Temporary Employees	24
18	Administrative Closing	25
19	Savings Clause	26
20	Duration	26

On-Call Notification Template
(July 26, 2010)

Appendix 1

PREAMBLE

This Compensation Agreement is entered into between the Government of the District of Columbia and the undersigned labor organizations representing units of employees comprising Compensation Units 1 and 2, as certified by the Public Employee Relations Board (PERB).

The Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues and contains the full agreement of the parties as to all such compensation issues. The Agreement shall not be reconsidered during its life nor shall either party make any changes in compensation for the duration of the Agreement unless by mutual consent or as required by law.

ARTICLE 1 WAGES

SECTION A: FISCAL YEAR 2022:

In lieu of a wage-increase for FY 2022, employees will receive a three and one-half percent (3.5%) bonus payment. Bargaining unit employees actively on the payroll as of October 1, 2021, shall receive a one-time payment that is equivalent of 3.5% of an employee's annual base salary as of October 1, 2021.

The payment will be made no later than ninety (90) days after the Council's approval of this Agreement.

SECTION B: FISCAL YEAR 2023:

Effective the first day of the first full pay period beginning on or after October 1, 2022, the FY 2023 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by two and a one-half percent (2.5%).

SECTION C: FISCAL YEAR 2024:

Effective the first day of the first full pay period beginning on or after October 1, 2023, the FY 2024 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by three percent (3.0%).

SECTION D: FISCAL YEAR 2025:

Effective the first day of the first full pay period beginning on or after October 1, 2024, the FY 2025 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by three percent (3.0%).

SECTION E: WITHIN GRADE INCREASES

All employees covered by this agreement shall progress through the salary scale and receive within grade step increases as described in Section 1127 of the District Personnel Manual. 6B DCMR §1127 (Transmittal No. 233, September 21, 2018).

**ARTICLE 2
METRO PASS**

The District of Columbia Government shall subsidize the cost of monthly transit passes for personal use by employees by not less than fifty (\$50.00) per month for employees who purchase and use such passes to commute to and from work. The metro transit benefit will roll over from month to month for employees who access the benefit. Any benefit not accessed by the end of the calendar year will revert back to the District of Columbia government.

**ARTICLE 3
PRE-PAID LEGAL PLAN**

SECTION A:

The Employer shall make a monthly contribution of seventeen dollars and fifty cents (\$17.50) for each bargaining unit member toward a pre-paid legal services plan. For each fiscal year, the Employer shall make monthly contributions directly to the designated provider of the legal services program.

SECTION B:

The plan shall be contracted for by the Union subject to a competitive bidding process where bidders are evaluated and selected by the Union. The District may present a proposed contract which shall be evaluated on the same basis as other bidders. The contract shall provide that the Employer will be held harmless from any liability arising out of the implementation and administration of the plan by the benefit provider, that the benefit provider will supply utilization statistics to the Employer and the Union upon request for each year of the contract, and that the benefit provider shall bear all administrative costs.

SECTION C:

The parties shall meet to develop procedures to implement the legal plan which shall be binding upon the benefit provider. The procedures shall include an enrollment process.

SECTION D:

To be selected for a contract under this Article, the benefit provider must maintain an office in the District of Columbia; be incorporated in the District and pay a franchise tax and other applicable taxes; have service providers in the District; and maintain a District bank account.

SECTION E:

The Employer's responsibility under the terms of this Article shall be as outlined in Section C of this Article and to make premium payments as is required under Section A of this Article. To the extent that any disputes or inquiries are made by the legal services provider chosen by the Union, those inquiries shall be made exclusively to the Union. The Employer shall only be required to communicate with the Union to resolve any disputes that may arise in the administration of this Article.

**ARTICLE 4
DISTRICT OF COLUMBIA NEGOTIATED EMPLOYEE
ASSISTANCE HOME PURCHASE PROGRAM**

SECTION A:

The Parties shall continue the Joint Labor-Management Taskforce on Employee Housing.

SECTION B:

Pursuant to the DPM, Part 1, Chapter 3 §301, the District provides a preference for District residents in employment. In order to encourage employees to live and work in the District of Columbia, a joint Labor-Management Task Force on Employee Housing was established during previous negotiations with Compensation Units 1 & 2. The Taskforce strives to inform employees of the programs currently available for home ownership in the District of Columbia. Additionally, the Taskforce collaborates with other government agencies including the Department of Housing and Community Development and the District's Housing Finance Agency to further affordable housing opportunities for bargaining unit employees, who have been employed by the District Government for at least one year.

SECTION C:

The parties agree that \$650,000.00 will be set aside to be used toward Negotiated employee Assistance Home Purchase Program (NEAHP) for the duration of the Agreement. If at any time the funds set aside have been depleted, the Parties will promptly convene negotiations to provide additional funds for the program.

SECTION D:

Any funds set aside in Fiscal Years 2022, 2023, 2024 and 2025 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Units 1 and 2 Agreement. All funds set aside for housing incentives shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY 2022 – FY 2025.

**ARTICLE 5
BENEFITS COMMITTEE**

SECTION A:

The parties agree to continue their participation on the District's Joint Labor-Management Benefits Committee for the purpose of addressing the benefits of employees in Compensation Units 1 and 2. The Benefits Committee shall meet quarterly, in January, April, July and October of each year.

SECTION B: RESPONSIBILITIES:

The Parties shall be authorized to consider all matters that concern the benefits of employees in Compensation Units 1 and 2 that are subject to mandatory bargaining between the parties. The Parties shall be empowered to address such matters only to the extent granted by the Unions in Compensation Units 1 and 2 and the District of Columbia Government. The parties agree to apply a system of expedited arbitration if necessary to resolve issues that are subject to mandatory bargaining. The Committee may, by consensus, discuss and consider other benefit issues that are not mandatory bargaining subjects.

SECTION C:

The Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical and Dental Insurance Plans for employees in Compensation Units 1 and 2.
2. Recommend changes and enhancements in Health, Optical and Dental benefits for employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2001 ed.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitation of bids and make recommendations to the contracting officer concerning the selection of providers following the receipt of bids, consistent with Chapter 4 of the D.C. Official Code (2001 ed.).

4. Following the receipt of bids to select health, dental, optical, life and disability insurance providers, the Union's Chief Negotiator shall be notified to identify no more than two individuals to participate in the RFP selection process.
5. Explore issues concerning the workers' compensation system that affect employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2001 ed.).
6. The Union shall be notified of proposed benefit programs to determine the extent to which they impact employees in Compensation Units 1 and 2. Upon notification, the Union shall inform the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns it has regarding the impact on employees in Compensation Units 1 and 2.

ARTICLE 6 BENEFITS

SECTION A: LIFE INSURANCE:

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

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

Employees must contact their respective personnel offices to enroll or make changes in their life insurance coverage.

SECTION B: HEALTH INSURANCE:

1. Pursuant to D.C. Official Code §1-621.02 (2001 Edition), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by the District of Columbia.

(a) Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

(c) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The District of Columbia Government shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code §1-621.01 (2001 Edition), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees and union representatives are entitled to review copies of the actual plan description upon advance request.

SECTION C: OPTICAL AND DENTAL:

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM

Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short-Term Disability Insurance Program, which provides for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

SECTION E: ANNUAL LEAVE:

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia laws.

SECTION F: SICK LEAVE:

1. In accordance with District of Columbia Official Code §1-612.03 (2001 Edition), a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days in a calendar year.

2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

SECTION G: OTHER FORMS OF LEAVE:

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m) (2001 Edition).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Edition).

3. **Funeral Leave:**

a. An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

b. For the purpose of this section “immediate relative” means the following relatives of the employee: an individual who is related to the employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt uncle, grandparent, grandchild, or similar familial relationship; an individual for whom the employee is the legal guardian; or fiancé, fiancée, or domestic partner of the employee.

c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

SECTION H: PRE-TAX BENEFITS:

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

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

SECTION I: RETIREMENT:

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

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

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

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

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:

Employees first hired by the District of Columbia Government before October 1, 1987, who are subject to the provisions of the CSRS and determined to be:

- (a) a “law enforcement officer” within the meaning of 5 U.S.C. §8331(20)(D);
and
- (b) eligible for benefits under the special retirement provision for law enforcement officers;

shall continue to have their retirement benefits administered by the U. S. Office of Personnel Management in accordance with applicable law and regulation.

3. DEFINED CONTRIBUTION PENSION PLAN:

Section A:

The District of Columbia shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (1) All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan.
- (2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001 Edition) after the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee’s Defined Contribution Pension Plan account. The District government funds this plan; there is no employee contribution to the Defined Contribution Pension Plan.
- (3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001 Edition) the District shall contribute an amount not less than an additional .5% of a detention officer’s base salary to the same plan.
- (4) Compensation Units 1 and 2 Joint Labor Management Technical Advisory Pension Reform Committee
 - (a) Establishment of the Joint Labor-Management Technical Advisory Pension Reform Committee (JLMTAPRC or Committee)
 - (1) The Parties agree that employees should have the security of a predictable level of income for their retirement after a career in public service. In order to support the objective of providing retirement income for employees

hired on or after October 1, 1987, the District shall plan and implement an enhanced retirement program effective October 1, 2008. The enhanced program will consist of a deferred compensation component and a defined benefit component.

(2) Accordingly, the Parties agree that the JLMTAPRC is hereby established for the purpose of developing an enhanced retirement program for employees covered by the Compensation Units 1 and 2 Agreement.

(b) Composition of the JLMTAPRC

The Joint Labor-Management Technical Advisory Pension Reform Committee will be composed of six (6) members, three (3) appointed by labor and three (3) appointed by management, and the Chief Negotiators (or his/her designee) of Compensation Units 1 and 2. Appointed representatives must possess a pension plan background including but not limited to consulting, financial or actuarial services. In addition, an independent consulting firm with demonstrated experience in pension plans design and actuarial analysis will support the Committee.

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

- Plan and design an enhanced retirement program for employees hired on or after October 1, 1987 with equitable sharing of costs and risks between employee and employer;
- Establish a formula cap for employee and employer contributions;
- Establish the final compensation calculation using the highest three-year consecutive average employee wages;
- Include retirement provisions such as disability, survivor and death benefits, health and life insurance benefits;
- Design a plan sustainable within the allocated budget;
- Draft and support legislation to amend the D.C. Code in furtherance of the "Enhanced Retirement Program."

(d) Duration of the Committee

The Committee shall complete and submit a report with its recommendations to the City Administrator for the District of Columbia within one hundred and twenty (120) days after the effective date of the Compensation Units 1 and 2 Agreement.

4. TIAA-CREF PLAN:

For eligible education service employees at the University of the District of Columbia hired by the University or a predecessor institution, the University will contribute an amount not less than seven percent (7%) of their base salary to the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF).

SECTION J: HOLIDAYS:

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) Emancipation Day, April 16th;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Juneteenth, June 19th
- (g) Independence Day, July 4th of each year;
- (h) Labor Day, the 1st Monday in September of each year;
- (i) Indigenous Peoples' Day, the 2nd Monday in October of each year;
- (j) Veterans Day, November 11th of each year;
- (k) Thanksgiving Day, the 4th Thursday in November of each year;
and
- (l) Christmas Day, December 25th of each year.
- (m) Inauguration Day, January 20th of each 4th year

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

ARTICLE 7 OVERTIME

SECTION A: Overtime Work:

Hours of work authorized in excess of an employees assigned tour of duty in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked (back-to-back shifts) and takes unscheduled leave for an eight (8) hour period following the back-to-back shift or where an employee has indicated his/her preference not to work overtime and the Employer has

no other option but to order the employee to work overtime. Scheduled leave is leave requested and approved prior to the close of the preceding shift.

SECTION B: Compressed, Alternate and Flexible Schedules:

1. Compressed, Alternate and Flexible schedules may be jointly determined within a specific work area that modifies this overtime provision (as outlined in Section A of this Article) but must be submitted to the parties to this contract prior to implementation. This Agreement to jointly determine compressed schedules does not impact on the setting of the tour of duty.

2. When an employee works a Compressed, Alternate, and Flexible schedule, which generally means (1) in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and (2) in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays, the employee would receive overtime pay or compensatory time for all hours in a pay status in excess of his/her assigned tour of duty, consistent with the 2004 District of Columbia Omnibus Authorization Act, 118 Stat. 2230, Pub. L. 108-386 Section (October 30, 2004).

3. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered overtime within the confines of the specific compressed work schedule and this Article. Bargaining unit members so affected would receive overtime or compensatory time for all hours in pay status in excess of their assigned tour of duty.

SECTION C:

Subject to the provisions of Section D of this Article, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2) for each hour of work for which overtime is payable.

SECTION D:

Bargaining Unit employees shall receive overtime pay unless the employee and the supervisor mutually agree to compensatory time in lieu of pay for overtime work. Such mutual agreement shall be made prior to the overtime work being performed.

SECTION E:

Paramedics and Emergency Medical Services Technicians employed by the Fire and Emergency Medical Services Department and represented by the American Federation of Government Employees, Local 3721 shall earn overtime after they have worked 40 hours in a week.

ARTICLE 8

INCENTIVE PROGRAMS

PART I - SICK LEAVE INCENTIVE PROGRAM:

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

SECTION A:

A full time employee who is in a pay status for the full calendar leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B:

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C:

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D:

All incentive days must be used in full-day increments following the leave year in which they were earned. The Employer will notify the employee of their sick leave incentive day(s) no later than March of each year. The incentive day(s) will also be credited to the employee's leave account no later than the end of April of each year. Incentive days may not

be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E:

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

SECTION F:

This program shall be in effect in Fiscal Years 2022, 2023, 2024 and 2025.

PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:

In order to recognize employees' productivity through their accomplishment of established goals and objectives, special acts toward the accomplishment of agency initiatives, demonstrated leadership in meeting agency program and/or project goals and/or the District's Strategic Plan initiatives, the Employer, in accordance with criteria established by the High Performance Workplace Committee agrees to establish pilot incentive programs within agencies, including time off without loss of pay or charge to leave as an incentive award. The District of Columbia Government Office of Labor Management Partnerships and the District of Columbia Incentive Awards Committee may serve as resources at the request of the parties in the implementation of the pilot incentive programs within agencies.

ARTICLE 9

CALL-BACK/CALL-IN/ON-CALL AND PREMIUM PAY

SECTION A: CALL-BACK

A minimum of four (4) hours of overtime, shall be credited to any employee who is called back to perform unscheduled overtime work on a regular workday after he/she completes the regular work schedule and has left his/her place of employment.

SECTION B: CALL-IN

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

2. A minimum of four (4) hours of overtime work shall be credited to any employee who is called in when not scheduled and informed in advance, on one of the days when he/she is off duty.

SECTION C: ON-CALL

1. An employee may be required to be on call after having completed his/her regular tour of duty. The employer shall specify the hours during which the employee is on call; and shall compensate the employee at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

2. An employee is on-call when a determination has been made that the work of that position requires the employee to remain accessible and available to the point where his or her time cannot be used effectively for the employee's own personal purposes.

3. The employee's schedule must specify the hours during which he/she will be required to remain on-call. On call designation will be made on the form attached as Appendix 1.

SECTION D: HOLIDAY PAY

An employee who is required to work on a legal holiday falling within his or her regularly scheduled tour of duty, shall be paid at the rate of twice his or her regular basic rate of pay for not more than eight (8) hours of such work.

SECTION E: NIGHT DIFFERENTIAL

An employee shall receive night differential pay at a rate of ten percent (10%) in excess of their basic day rate of compensation when they perform night work on a regularly scheduled tour of duty falling between 6:00 p.m. and 6:00 a.m. Employees shall receive night differential in lieu of shift differential.

SECTION F: PAY FOR SUNDAY WORK

A full-time employee assigned to a regularly scheduled tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday premium pay for each hour of work actually performed which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday premium pay is computed as an additional twenty-five percent (25%) of the employee's basic rate of compensation.

SECTION G: ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES

1. The Additional Income Allowance (AIA) program within the Child and Family Services Agency (CFSA) which was established pursuant to the "Personnel Recruitment and Retention Incentives for Child and Family Services Agency Compensation System Changes Emergency Approval Resolution of 2001", Council Resolution 14-53 (March 23, 2001) and as contained in Chapter 11, Section 1154 of the District Personnel Manual,

“Recruitment and Retention Incentives – Child and Family Services Agency,” shall remain in full force and effect during the term of this Agreement.

2. The Administration of the AIA within CFSA shall be governed by the implementing regulations established in Child and Family Services Agency, Human Resources Administration Issuance System, HRA Instruction No. IV.11-3.
3. **OTHER SUBORDINATE AGENCIES WITH SIGNIFICANT RECRUITMENT AND RETENTION PROBLEMS**
Subordinate agencies covered by this Agreement may provide additional income allowances for positions that have significant recruitment and retention problems consistent with Chapter 11, Part B, Section 1143 of the District Personnel Manual.

ARTICLE 10 MILEAGE ALLOWANCE

SECTION A:

The parties agree that the mileage allowance established for the employees of the Federal Government who are authorized to use their personal vehicles in the performance of their official duties shall be the rate for Compensation Units 1 and 2 employees, who are also authorized in advance, by Management to use their personal vehicles in the performance of their official duties.

SECTION B:

To receive such allowance, authorization by Management must be issued prior to the use of the employee's vehicle in the performance of duty. Employees shall use the appropriate District Form to document mileage and request reimbursement of the allowance.

SECTION C:

1. Employees required to use their personal vehicle for official business if a government vehicle is not available, who are reimbursed by the District on a mileage basis for such use, are within the scope of the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2001 Edition)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available

may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D:

No employee within Compensation 1 and 2 shall be required to use his/her personal vehicle unless the position vacancy announcement, position description or other pre-hire documentation informs the employee that the use of his/her personal vehicle is a requirement of the job.

SECTION E:

Employees required as a condition of employment to use their personal vehicle in the performance of their official duties may be provided a parking space or shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of their official duties.

ARTICLE 11
ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT

SECTION A:

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive such payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

SECTION B:

The lump-sum payment shall be computed on the basis of the employee's rate at the time of separation in accordance with such personnel regulations.

ARTICLE 12
BACK PAY

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. The responsible Agency shall submit the SF-52 and all other required documentation to the Department of Human Resources within thirty (30) days upon receipt from the employee of relevant documentation.

ARTICLE 13
DUTY STATION COVERAGE

The Fire and Emergency Medical Services employees and the correctional officers at the Department of Corrections and the Department of Youth Rehabilitative Services who are covered under Section 7(k) of the Fair Labor Standards Act shall be compensated a minimum of one hour pay if required to remain at his/her duty station beyond the normal tour of duty.

ARTICLE 14
GRIEVANCES

SECTION A:

This Compensation Agreement shall be incorporated by reference into local working conditions agreements in order to utilize the grievance/arbitration procedure in those Agreements to consider alleged violations of this Agreement.

SECTION B:

Grievances concerning compensation shall be filed with the appropriate agency and the Office of Labor Relations and Collective Bargaining under the applicable working conditions agreement. In the event a grievance alleges a violation affecting all members of Compensation Units 1 and 2, it will be sufficient to file the grievance directly with the Office of Labor Relations and Collective Bargaining within thirty (30) calendar days of knowledge of the alleged violation. Other than this possible variance in the filing deadline and receiving office, the applicable negotiated grievance procedure will remain in full force and effect.

ARTICLE 15
LOCAL ENVIRONMENT PAY

SECTION A:

Each department or agency shall eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the hazard, physical hardship, or unusual nature of the working condition, additional pay is warranted. Even though additional pay for exposure to a hazard, physical hardship, or unusual working condition is authorized, there is a responsibility on the part of a department or agency to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or unusual working condition. The existence of pay for exposure to hazardous working

conditions or hardships in a local environment is not intended to condone work practices that circumvent safety laws, rules and regulations.

SECTION B:

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

Local environmental pay will only be paid to employees when the employee is in an active duty status. Local environmental pay will not be paid when an employee is on leave or teleworking.

SECTION C:

Employees as listed in Attachment 2, Approved Positions for Local Environmental Pay, of DCHR Instruction No. 11B-90, Premium Pay – Local and Environmental Pay, and any other employee including District Service (DS) employees as determined pursuant to Section D of this Article are eligible for environmental differentials.

SECTION D:

The determination as to whether additional pay is warranted for workplace exposure to environmental hazards, hardships or unusual working conditions may be initiated by an agency or labor organization in accordance with the provisions of DCHR Instruction No. 11B-90, Premium Pay – Local and Environmental Pay. The determination shall be issued by DCHR within ninety (90) calendar days of the submission of the request.

SECTION E:

Employees eligible for local environment pay under the terms of this Agreement shall be compensated as follows:

1. **Severe Exposure.** Employees subject to “Severe” exposure shall receive local environment pay equal to twenty seven percent (27%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “severe” exposure:

- High Work

2. **Moderate Exposure.** Employees subject to “Moderate” exposure shall receive local environment pay equal to ten percent (10%) of *the rate for RW 10, step 2 on*

the Compensation Unit 2 pay schedule. The following categories of work are currently paid the rate for “moderate” exposure:

- Explosives and Incendiary Materials – High Degree Hazard
- Poison (Toxic Chemicals) – High Degree Hazard
- Micro Organisms – High Degree Hazard

3. **Low Exposure.** Employees subject to “Low” exposure shall receive local environment pay equal to five percent (5%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule.* The following categories of work are currently paid the rate for “low” exposure:

- Dirty Work
- Cold Work
- Hot Work
- Welding Preheated metals
- Explosives and Incendiary Materials – Low Degree Hazard
- Poison (Toxic Chemicals) – Low Degree Hazard
- Micro Organisms – Low Degree Hazard

ARTICLE 16 NEWLY CERTIFIED BARGAINING UNITS

For units placed into a new compensation unit, working conditions or non-compensatory matters shall be negotiated simultaneous with negotiations concerning compensation. Where the agreement is for a newly certified collective bargaining unit assigned to an existing compensation unit, the parties shall proceed promptly to negotiate simultaneously any working conditions, other non-compensatory matters, and coverage of the compensation agreement. There should not be read into the new language any intent that an existing compensation agreement shall become negotiable when there is a newly certified collective bargaining unit. Rather, the intent is to require prompt negotiations of non-compensatory matters as well as application of compensation (e.g., when pay scale shall apply to the newly certified unit).

ARTICLE 17
TERM AND TEMPORARY EMPLOYEES

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

SECTION A:

Joint labor-management committees established in each agency/program in the Compensation Units 1 and 2 collective bargaining agreement shall continue and will identify temporary and term employees whose current term and or temporary appointments extend through the term of this Agreement, and who perform permanent services in District agency programs.

SECTION B:

Each Agency and Local Union shall review all term appointments within the respective agencies to determine whether such appointments are made and maintained consistent with applicable law. The Union shall identify individual appointments it believes to be contrary to applicable law and notify the Agency. The Agency shall provide the Union reason(s) for the term or temporary nature of the appointment(s), where said appointments appear to be contrary to law. If an employee has been inappropriately appointed to or maintained in a temporary or term appointment, the Agency and the Union shall meet to resolve the matter.

SECTION C:

The agency shall convert bargaining unit temporary and term employees identified by the joint labor-management committees, who perform permanent services, who are in a pay status during the term of this Agreement, and are paid from appropriated funding to the career service..

SECTION D:

Prior to the end of the this Compensation Agreement, to the extent not inconsistent with District or Federal law and regulation, the District shall make reasonable efforts to convert to the career service temporary and term bargaining unit employees identified by the joint labor-management committees who perform permanent services, are in a pay status as of September 30, 2021, are full-time permanent positions, and are paid through intra-district funding or federal grant funding.

SECTION E:

Employees in term or temporary appointments shall be converted to permanent appointments, consistent with the D.C. Official Code.

SECTION F:

District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

SECTION G:

A Joint-Labor Management Committee shall consist of one (1) representative from each national union comprising Compensation Units 1 and 2. The District shall appoint an equal number of representatives. The Committee will facilitate the implementation of this Article should difficulties arise in the Joint-Labor Management Committees set forth in Section A.

SECTION H:

District agencies will first post vacant career service positions internal to the Agency for bargaining unit term and temporary employees to apply and compete before posting the positions externally. There shall be no direct appointments.

**ARTICLE 18
ADMINISTRATIVE CLOSING**

SECTION A:

1. Employees designated as “Essential Employees” are those who work in critical District government operations that cannot be suspended or interrupted, even in the event of declared emergencies. “Essential Employees” must report to work as scheduled even when the government is administratively closed, during emergencies or other government closing. Once an employee has been notified by his/her employing agency that his/her position is designated as “Essential” no further notice is required as long as the employee continues to occupy the position designated “Essential”.
2. Employees designated “Emergency Employees” are those who support certain critical government operations and functions necessary for the continuity of operations, including during declared emergencies. “Emergency Employees” may be required to work when a situation or condition occurs and result in early dismissal for other employees, government closing or during other emergencies.

Once an employee has been notified by his/her employing agency that his/her position is designated as "Emergency", the designation will remain in effect until the designation is terminated in writing.

3. As applicable, employees required to work when all other District Government employees are released for administrative closings, shall be compensated in accordance with the minimum standards established by the Fair Labor Standards Act, (FLSA), 29 U.S.C. § 2011, *et seq.*
4. As applicable, employees required to work when all other District Government employee are released as a result of an administrative closings shall be compensated, in addition to their regular pay, one hour for each hour worked during the administrative closing.

SECTION B:

The determination as to whether the employee receives overtime or compensatory time will be at the time employee's election which shall be made before the work is performed. When elected, employees required to work when all other District Government employees are released for administrative closing shall earn compensatory time on an hour for hour basis.

**ARTICLE 19
SAVINGS CLAUSE**

SECTION A:

Should any provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted law or by decree of a court or administrative agency of competent jurisdiction, such invalidation shall not affect any other part or provision hereof. Where appropriate, the parties shall meet within 120 days to negotiate any substitute provision(s).

SECTION B:

The terms of this contract supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein.

**ARTICLE 20
DURATION**

This Agreement shall remain in full force and effect through September 30, 2025. On this ____ day of _____ 2022 , and as witness the parties hereto have set their signature.

APPENDIX 1

Management's Proposal

7/26/10

INSERT DATE

Firstname Lastname

Position/Title

Department/Division

RE: On-Call Notification

Dear Mr./Ms. Lastname:

You are hereby notified that you shall be placed in an "on-call" status effective **On-Call Dates** between the hours of **Start AM/PM** and **End AM/PM**. During the aforementioned hours, you are required to be available to report for work within a **reasonable time (not to exceed two hours)**. You are expected to be available by phone for the duration of the "on-call" period. You are expected to answer when called or return a call from INSERT AGENCY management within a reasonable amount of time (not to exceed **30 minutes**).

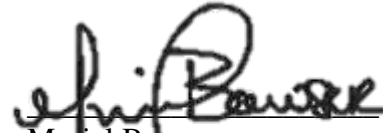
Sincerely,

SUPERVISOR/MANAGER NAME

SUPERVISOR POSITION/TITLE

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated 05/14/2022, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 14 day of May , 2022.



Muriel Bowser
Mayor

Compensation Units One and Two Collective Bargaining Agreement

On this 14 day of May, 2022, as witnesses the parties hereto have set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



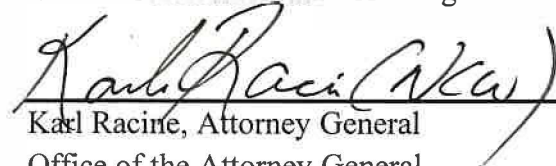
Lindsey Maxwell, Director
Office of Labor Relations and Collective
Bargaining



Asha Bryant, Esq., Chief of Staff
Office of Labor Relations and Collective
Bargaining



M. Colleen Currie, Chief Administrative Law
Judge
Office of Administrative Hearings



Karl Racine, Attorney General
Office of the Attorney General



Barbara J. Bazron, Ph.D., Director
Department of Behavioral Health

Brendolyn McCarty-Jones, Labor Liaison
Department of Behavioral Health

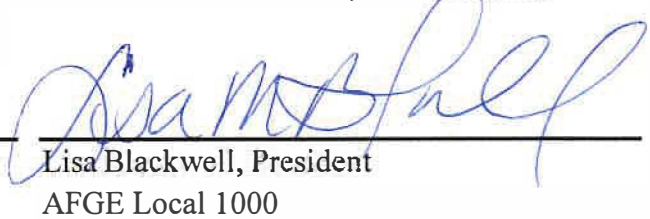
FOR THE LABOR UNIONS



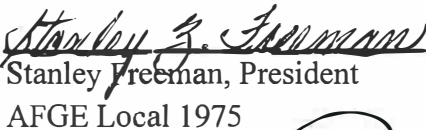
Lee Blackmon, NAGE Chief Negotiator
Director, NAGE/SEIU, Federal Division

Robert Hollingsworth, AFSCME Chief
Negotiator
Executive Director, AFSCME Council 20

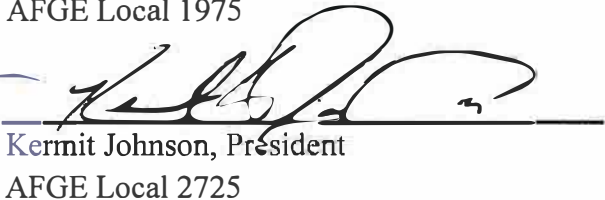
Ottis Johnson, AFGE Chief Negotiator
National Vice President, AFGE District 14



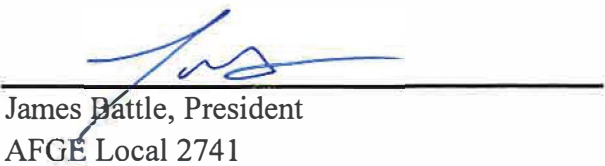
Lisa Blackwell, President
AFGE Local 1000



Stanley Freeman, President
AFGE Local 1975





Kermit Johnson, President
AFGE Local 2725

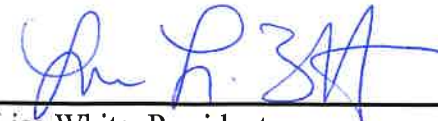



James Battle, President
AFGE Local 2741

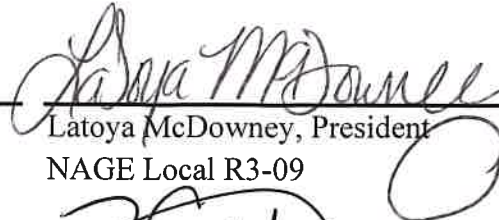
Dr. Robert Holman, Medical Director
Fire and Emergency Medical Services
Department

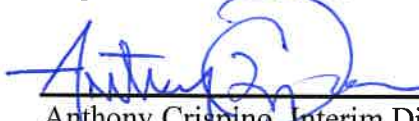

Debbie Knox, President
NAGE Local R3-07



India Daniels, Labor Liaison
Fire and Emergency Medical Services
Department


Lisa White, President
NAGE Local R3-08

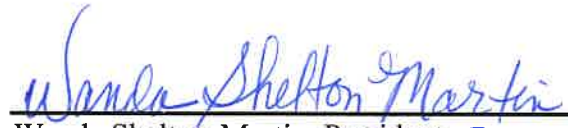
Dory Peters

David Do, Director (Interim)
Department of For-Hire Vehicles


Latoya McDowney, President
NAGE Local R3-09


Anthony Crispino, Interim Director
Department of Forensic Sciences



Perlieshia Gales, President
NAGE Local R3-11


Keith A. Anderson, Director
Department of General Services


Wanda Shelton-Martin, President *Executive Director*
NUCHHCE 1199
NUHCE, 1199 DC, AFSCME

Ronald Thaxton, Labor Liaison
Department of General Services

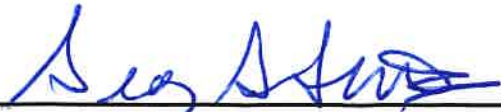
Larry Doggette, President
Public Service Employees Local 572



Laquandra S. Nesbitt MD, MPH, Director
Department of Health

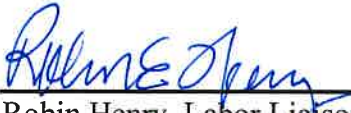

Lisa Wallace, Vice President (Acting)
SEIU 1199

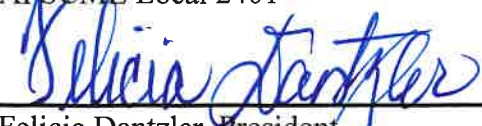
David Memnon, Labor Liaison
Department of Health


John Gibson, President
Teamsters Local 639

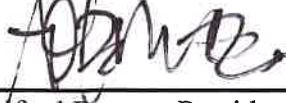

George Schutter, Chief Procurement Officer
Office of Contracting and Procurement



Wayne Enoch, President
AFSCME Local 2401


Robin Henry, Labor Liaison
Office of Contracting and Procurement



Felicia Dantzer, President
AFSCME Local 2743

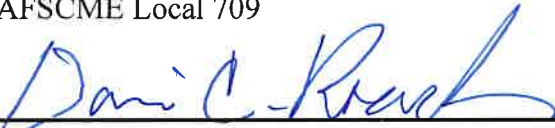

Thomas N. Faust, Director
Department of Corrections

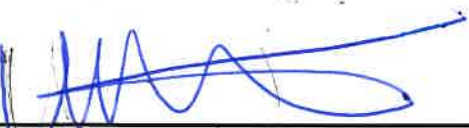

Alfred Barnes, President
AFSCME Local 2776



Paulette Johnson, Labor Liaison
Department of Corrections


Debra Walker, President
AFSCME Local 709


Andrew Reese, Director
Department on Disability Services


Darrin Roach, President
AFSCME Local 877


Unique N. Morris-Hughes, Director
Department of Employment Services

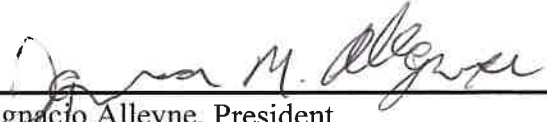

Joseph Alexander, Chairperson
FOP-Corrections **NWAIZUGBO. LIVINUS**


Derrick Hunter, Chairperson
FOP-DC Protective Services

Tracey Langley, Labor Liaison
Department of Employment Services


Regina Robinson, Chairperson
FOP-DYRS

Tommy Wells, Director
Department of Energy and Environment


Ignacio Alleyne, President
NAGE Local R3-05

S | *Angie M. Gates*

Angie M. Gates, Director
Office of Cable Television, Film, Music and
Entertainment

Steven Johnson

Dr. Steven Johnson, Labor Liaison
Office of Cable Television, Film, Music and
Entertainment

Lindsey Parker, Director
Office of the Chief Technology Officer

Pamela Brown, Esq., General Counsel
Office of the Chief Technology Officer

Robert L. Matthews

Robert L. Matthews, Director
Child and Family Services Agency

Allison Fax

Allison Fax, Labor Liaison
Child and Family Services Agency

Ernest Chrappah, Director
Department of Consumer and Regulatory
Affairs

Donald Tatum

Donald Tatum, Labor Liaison
Department of Consumer and Regulatory
Affairs

Carrol Ward, President
AFGE Local 2978

Aretha Lyles

Aretha Lyles, President
AFGE Local 3721

Kenneth A. Pitts

Kenneth Pitts, President
AFGE Local 383

Barbara Milton

Barbara Milton, President
AFGE Local 631

Deborah D. Williams

Deborah Williams, President
AFSCME Local 1200

Mathew Williams


Mathew Williams, President
AFSCME Local 1808

LaVerne L. Gooding-Jones

LaVerne Gooding-Jones, President
AFSCME Local 2087

Kevin Hooks, President
AFSCME Local 2092

Dr. Christopher Rodriguez, Director
Homeland Security and Emergency
Management Agency


Ritchie Brooks, President
Teamsters Local 730

Drew Hubbard, Interim Director
Department of Housing and Community
Development


Kevin Pogue
AFSCME local 2091

Hnin Khaing, Director
Office of Human Rights

Ayanna Lee, Labor Liaison
Office of Human Rights


Laura Green Zeilinger, Director
Department of Human Services

Tammyjo Scriven, Labor Liaison
Department of Human Services

Karima Morris Woods, Commissioner
Department of Insurance, Securities, and
Banking

Katrice Purdie, Labor Liaison
Department of Insurance, Securities, and
Banking



Michael A. Carter, Director
Department of Public Works



Jerome Williams, Labor Liaison
Department of Public Works



Jed Ross, Chief Risk Officer
Office of Risk Management



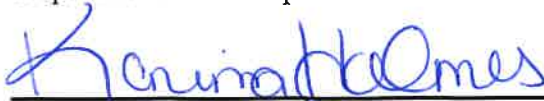
Dr. Christina Grant, State Superintendent of
Education
Office of the State Superintendent of
Education

Quiyana Hall, Labor Liaison
Office of the State Superintendent of
Education



Everett Lott, Director
Department of Transportation

Leah Brown, Labor Liaison
Department of Transportation



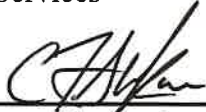
Karima Holmes, Director
Office of Unified Communications



Ingrid Jackson, Labor Liaison
Office of Unified Communications



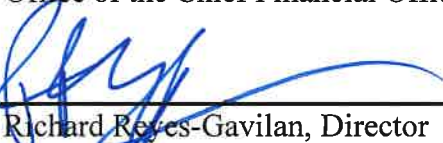
Hilary Cairns
Department of Youth and Rehabilitation
Services



Trey Stanback, Labor Liaison
Department of Youth and Rehabilitation
Services

Fitzroy Lee, Acting Chief Financial Officer
Office of the Chief Financial Officer

LaSharn Moreland, Labor Liaison
Office of the Chief Financial Officer



Richard Reyes-Gavilan, Director
DC Public Library

Veronica Ahern, Executive Director
Public Service Commission


Richard Beverly, Labor Liaison
Public Service Commission

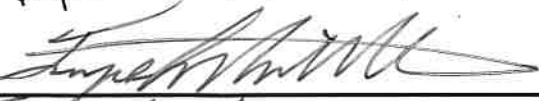


Ronald Mason, Jr., J.D., President
University of the District of Columbia

Wayne Turnage, Director
Department of Health Care Finance


Felicia Rothchild, Labor Liaison
Department of Health Care Finance



Jessica Gray, Labor Liaison / Human Capital Administrator
Department on Disability Services


TANYA L. MITCHELL
LABOR LIAISON
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT
AGENCY

Gabriel Robinson, Director
Department of Motor Vehicles


Odessa Nance, Labor Liaison
Department of Motor Vehicles


Robert J. Contee III, Police Chief
Metropolitan Police Department


Mark Viehmeyer, Labor Liaison
Metropolitan Police Department

Delano Hunter, Director
Department of Parks and Recreation

Amy Caspari, Labor Liaison
Department of Parks and Recreation


Anita Cozart, Interim Director
Office of Planning

Sandra Harp, Labor Liaison
Office of Planning

Lewis D. Ferebee, Chancellor
District of Columbia Public Schools

DEPARTMENT OF HUMAN SERVICES (JA0)
FISCAL YEAR 2023

POP	SELLER Agency/Code	BUYER Agency/Code	Funding Source	Program / Activity Code	PURPOSE	FY23 MOU TOTAL
10/1/2022 - 9/30/2023	DGS	DHS	LOCAL	Family Services Administration/	To support the Office of Migrant Services by providing the appropriate DGS personnel and security officers at the Days Inn Hotel.	\$2,627,824.80
10/1/2022 - 9/30/2023	OCP	DHS	LOCAL	Family Services Administration/	To reimburse OCP to initiate contracts necessary for the establishment and operation of the District's Office of Migrant Services.	\$10,534,848.00
10/1/2022 - 9/30/2023	DCHR	DHS	LOCAL	Economic Security Administration/2030	DCHR is responsible for administering the District Leadership Program ("DLP"), which offers interns unique opportunities to work on a wide range of practical and developmental projects alongside leading professionals and practitioners. The objective for these interns is to gain experience to assist with future challenges and pursuits.	\$19,455.90
10/1/2022 - 9/30/2023	DGS	DHS	LOCAL	Family Services Administration/ 5034	To support additional Security, Waste Management and Janitorial Services	\$ 6,519,455.64
10/1/2022 - 9/30/2023	DGS	DHS	LOCAL	Economic Security Administration/	To cover additional cost associated with supplemental security at the Taylor Street Service Center.	\$ 461,804.56
10/1/2022 - 9/30/2023	DMHHS	DHS	LOCAL	Family Services Administration/5038	To establish the terms and conditions under which DMHHS shall hire, train, and supervise two (2) Homeless Encampment Outreach Navigators to support outreach services for District residents experiencing homelessness and residing in encampments and to support three (3) staff members for the Interagency Council on Homelessness (ICH).	\$ 749,481.55
10/1/2022 - 9/30/2023	DOH	DHS	FEDERAL	Economic Security Administration	The purpose of the MOU is to establish the terms and conditions under which DOH shall implement the provision of SNAP-Ed programs and Services.	\$ 1,935,049.00
10/1/2022 - 9/30/2023	DHS	OVSJG	FEDERAL	Family Services Administration	OVSJG and DHS will partner to support the goals and objectives of the project. OVSJG will be responsible for administrative and fiscal oversight, and DHS will be responsible for program implementation, including sub-grants to community based partners. The goal of this project is to expand the Parent and Adolescent Support Intensive Case Management to specifically focus on targeting the District's largest category of status offending youths, those who are chronically truant from school and at risk for system involvement.	\$ 500,000.00
10/1/2022 - 9/30/2023	DHS	DCHSEMA	FEDERAL	Agency Management Program	To administer the Mass Care Program	\$ 200,000.00
10/1/2022 - 9/30/2023	DCHR	DHS	FEDERAL	Family Services Administration/5039	To establish the terms and conditions for reimbursing DCHR for the cost associated with administering an executive level learning and development program for Senior-level Employees.	\$ 27,000.00

DEPARTMENT OF HUMAN SERVICES (JAO)
FISCAL YEAR 2022

POP	SELLER Agency/Code	BUYER Agency/Code	Funding Source	Program / Activity Code	PURPOSE	FY22 MOU TOTAL	Transfer Date
10/1/2021 - 9/30/2022	DHS	CFSA	LOCAL	Family Services Administration/5022	1 FTE for PASS Program	\$98,484.73	2/8/2022
10/1/2021 - 9/30/2022	CFSA	DHS	FEDERAL	Family Services Administration/5040	To provide residential foster care, social services to unaccompanied refugee minors who are in the custody of the District.	\$1,920,997.87	Fully Executed 1/05/2022 (Reimbursable)
10/1/2021 - 9/30/2022	DBH	DHS	LOCAL	Economic Security Administration/2022	To co-locate 4 DBH mental health staff @ 2 ESA Service Centers to help TANF customers overcome mental health barriers, and guide & assist ESA staff.	\$485,428.39	7/6/2022
10/1/2021 - 9/30/2022	OUC	DHS	LOCAL	Family Services Administration/5035	OUC to ensure the Citywide Radio System adequately supports the city's public safety agencies and first responders	\$6,648.67	7/13/2022
10/1/2021 - 9/30/2022	OSSE	DHS	FEDERAL/LOCAL	Economic Security Administration - 2040 & 2065 and Family Services Administration - 5095	Funds child care subsidy for low income families participating in work related activities and to support childcare subsidy services provided to child development facilities	\$31,242,001.00	8/16/2021
10/1/2021 - 9/30/2022	OSSE	DHS	FEDERAL	Economic Security Administration/ 2020	To provide financial assistance for eligible TANF recipients to pursue post secondary degrees or certificate programs	\$100,000.00	12/17/2021
10/1/2021 - 9/30/2022	DCHA	DHS	LOCAL/FEDERAL	Family Services Administration/ 5035	DHS to provide funding and other resources to DCHA required to administer FRSP rental assistance payments, and for DHCA and DHS to work together to stabilize the housing of FRSP families and streamline the monthly rental payments of FRSP subsidies participating landlords	\$75,000,000.00	N/A
10/1/2021 - 9/30/2022	DCHA	DHS	LOCAL	Family Services Administration/ 5034	DHS to provide funding and other resources to DCHA required to administer PSHP rental assistance payments, and for DHCA and DHS to work together to stabilize the housing of PSHP families and streamline the monthly rental payments of PSHP subsidies participating landlords	\$11,000,000.00	N/A
10/1/2021 - 9/30/2022	ONSE	DHS	FEDERAL	Economic Security Administration/ 2030	To provide eligible SNAP E&T employment and case management services	\$1,131,548.00	Fully Executed 1/27 (Reimbursable)
10/1/2021 - 9/30/2022	ATO	JAO	LOCAL/FEDERAL	Economic Security Administration/ 2040	EBT - The issuance of TANF Electronic Benefits Transfer (EBT) cards, training, customer services, & services to implement the federal Middle Class Tax Relief and Job Creation Act of 2012.	\$900,294.23	10/13/2022
10/1/2021 - 9/30/2022	JRO	JAO	LOCAL	Family Services Administration/5034	Sign language interpretation for meetings, conferences, trainings, & other interactions with District residents and consumers who are deaf and hard-of-hearing.	\$25,664.00	10/14/2022
10/1/2021 - 9/30/2022	AMO	DHS	LOCAL	Family Services Administration/ 5037	Security and Janitorial Services	\$5,716,513.13	2/24/2022
10/1/2021 - 9/30/2022	AMO	DHS	LOCAL	Family Services Administration /5034	To mitigate the spread of COVID-19, DGS/FMD shall work with the contractor, Soil and Land Use Technology, Inc. (SALUT) to place and service thirty-three (33) portable sinks at thirty-three (33) locations (1 device per location).	\$456,260.00	1/5/2022
10/1/2022 - 9/30/2022	DCHR	DHS	LOCAL	Agency Management Program/1090	DCHR is responsible for administering the District Leadership Program ("DLP"), which offers interns unique opportunities to work on a wide range of practical and developmental projects alongside leading professionals and practitioners. The objective for these interns is to gain experience to assist with future challenges and pursuits.	\$12,245.38	6/8/2022
10/1/2021 - 9/30/2022	DCHR	DHS	LOCAL/FEDERAL	Economic Security Administration/ 2040; Agency Management Program/1010; Family Services Administration 5039	DCHR to provide employment screening services	\$20,932.60	12/28/2021
10/1/2021 - 9/30/2022	DHS	DYRS	LOCAL	Family Services Administration/ 5021	Identify youth through the Coordinated Assessment Housing Placement (CAHP) process who are deemed appropriate by age, homelessness, and identified as committed and/or post-committed, for participation in programming under this MOU.	\$370,000.00	6/3/2022
10/1/2021 - 9/30/2022	JAO	HTO	LOCAL	Agency Management Program/1040	DCAS FY22 APD Deliverables (BPR contract maintenance)	\$88,500.00	10/7/2022
10/1/2021 - 9/30/2022	HTO	JAO	FEDERAL	Agency Management Program/1040	To lay out the responsibilities of DHS and DHCF with regards to the implementation of the DCAS System and to clarify the terms with regard to the cost allocation and funding. CAPITAL	\$25,000.00	10/21/2022
10/1/2021 - 9/30/2022	DMHHS	DHS	LOCAL	Family Services Administration/5038 & 5039	To establish the terms and conditions under which DMHHS shall hire, train, and supervise two (2) Homeless Encampment Outreach Navigators to support outreach services for District residents experiencing homelessness and residing in encampments and to support three (3) staff members for the Interagency Council on Homelessness (ICH).	\$666,148.30	2/16/2022

10/1/2021 - 9/30/2022	DOES	DHS	LOCAL AND FEDERAL	Family Services Administration /5090, Economic Security Administration /2040 & 2030	As indicated, the MOU is an agreement developed and executed by the DC WIG, the Mayor and the one-stop partners relating to the operation of the one-stop delivery system. As the management of the American Job Center network is the shared responsibility of the WIG, the Mayor, WIOA core program partners, the required one-stop partners, other (optional) onestop partners, and American Job Center Operator (also referred to as the One-Stop Operator), the U.S. Department of Labor and other federal agencies expect partners in local workforce systems to work together in developing an MOU that demonstrates the spirit and intent of WIOA, thereby ensuring the successful integration and implementation of partner programs in American Job Centers.	\$95,149.17	7/11/2022
10/1/2021 - 9/30/2022	DCHR	JA0	LOCAL	Economic Security Administration /2021	The goal of this MOU is to administer the Heat and Eat program to provide SNAP-eligible households with energy benefits that maximize the food stamp assistance for which they qualify. This MOU also provides for the effective and efficient transfer of locally appropriated dollars to DHS/ESA to provide the annual \$20.01 LIHEAP payment to each qualifying households' EBT Card	\$800,000.00	5/24/2022
10/1/2021 - 9/30/2022	OCTO	DHS	LOCAL/FEDERAL/MEDICAID	Agency Management Program/1040	Costs for Filenet/Datacap licenses, system break fix and support for the DHS filenet environment (DIMS)	\$280,535.51	3/23/2022
10/1/2021 - 9/30/2022	DOH	DHS	FEDERAL	Economic Security Administration	Establishes the terms and conditions under which DOH shall implement the provision of SNAP-Ed programs and Services.	\$1,683,330.00	N/A
10/1/2017 - 9/30/2019	OCP	DHS	LOCAL	Family Services Administration/5038 & 5039	To support two (2) staff members for the Office of Contract and Procurement	\$259,292.00	12/27/2021
10/1/2021 - 9/30/2022	MORCA	DHS	FEDERAL	Economic Security Administration/ 2030	To expand upon ESA/FSET program by providing educational services, resources and job placement for Returning Citizens	\$204,527.00	12/28/2021
10/1/2021 - 9/30/2022	MORCA	DHS	LOCAL	Family Services Administration/ 5013	Provide services to Homeless LGBTQ Youth	\$165,000.00	2/2/2022
10/1/2021 - 9/30/2022	HT0	JA0	FEDERAL	Agency Management Program/1040	Lays out the responsibilities of DHS and DHCF with regard to the implementation of the DCAS System and to clarify the terms with regard to the cost allocation and funding.	\$8,840,049.00	9/23/2022
10/1/2021 - 9/30/2022	CFO	DHS	FEDERAL	Economic Security Administration/ 2030	FSET expansion of year-round youth employment program	\$1,406,530.00	(Reimbursable) 12/21/21
10/1/2021 - 9/30/2022	DHS	OSSE	LOCAL	Economic Security Administration / 2040	To support the DHS Child Care Services Division to determine eligibility for child care services under the subsidy	\$1,821,493.98	8/16/2022
10/1/2021 - 9/30/2022	OAG	DHS	FEDERAL/LOCAL	Economic Security Administration/2040 Agency Management Program/1055	Funds OAG staff to actively prosecute, pursuant to the District's civil and criminal laws, cases of TANF and SNAP fraud and misrepresentation in the Criminal Section and the Civil Enforcement Section of the Public Safety Division of OAG. The purpose is to recover fraudulently obtained TANF and SNAP benefits and to deter future attempts to fraudulently obtain benefits. DHS and OAG have agreed to establish the terms and conditions that shall permit DHS to meet its responsibilities established pursuant to federal law.	\$162,823.00	10/18/2022
10/1/2021 - 9/30/2022	OCFO	DHS		Economic Security Administration	Establishes the terms and conditions under which theBuyer Agency shall reimburse the Seller Agency for the actual costs of its personnel utilized under this MOU and contracting with the FIS Fidelity National Information Services, Inc. (FIS Government Solutions) to handle the issuance of the District's Supplemental Nutrition Assistance Program (SNAP) benefits including issuance and re-issuance of Electronic Benefits Transfer (EBT) cards, training, and customer services.	\$624,977.18	10/1/2021

Fund Detail	Fund Detail Title	About the Fund			Legislative Authority			FY22 Budget Expenditures	FY22 Revenue Collected	FY23 Budget	Fund Balance
		Description	Fee and How it is Set	Who Pays?	Authority to Charge Fee	Authority to Dedicate to Agency	Authority to Carry Over?				
0603	Interim Disability Assistance	The state recoups funds for income assistance paid to clients deemed eligible for SSI	Funds are received based on payments disbursed during the interim period	Social Security Administration	Federal Legislative	Federal Legislative	Yes	\$ -	\$ 185,556.68	\$ 696,247.00	\$ 385,552.00
0613	Treasury Offset Program	The state has the ability to recover funds from litigating fraudulent claims	Funds are based on the 50% of collections of fraudulent claims	Individuals who have been found guilty of fraudulent claims	Federal Legislative	Federal Legislative	No	\$ 9,727.20	\$ 14,907.25	\$ 100,000.00	\$ -

Cardholder Last Nam	Cardholder First N	Item Name/ Description	Post Date	Vendor Info	Transaction Amount
ACKLIN	BRIDGETTE	Office Supplies	10/20/21	AOP BUSINESS SERVICES	\$250.50
ACKLIN	BRIDGETTE	Participant Reimbursement (Support to	01/24/22	METRO FARE AUTOLOAD	\$180.00
ACKLIN	BRIDGETTE	Participant Reimbursement (Support to	12/01/21	BEACONSTAC LITE	\$150.00
ACKLIN	BRIDGETTE	Participant Reimbursement (Support to	11/08/21	FIELDPRINT INC	\$24.25
ACKLIN	BRIDGETTE	Participant Reimbursement (Support to	01/28/22	METRO FARE AUTOLOAD	\$20.00
ACKLIN	BRIDGETTE	Office Supplies	11/11/21	AOP BUSINESS SERVICES	\$18.81
ACKLIN	BRIDGETTE	Participant Reimbursement (Support to	12/02/21	PARCHMENT LLC	\$15.00
ACKLIN	BRIDGETTE	Participant Reimbursement (Support to	12/02/21	PARCHMENT LLC	\$15.00
ACKLIN	BRIDGETTE	Office Supplies	11/05/21	AOP BUSINESS SERVICES	\$11.99
BENJAMIN	SHERRIE	Printing Services	04/20/22	SYDAR OF D.C., LLC	\$4,900.00
BENJAMIN	SHERRIE	Office Supplies	08/03/22	BLUEBAY OFFICE INC	\$4,803.00
BENJAMIN	SHERRIE	Office Supplies	09/19/22	TPW CONSULTANTS	\$4,665.50
BENJAMIN	SHERRIE	Office Supplies	07/11/22	TPW CONSULTANTS	\$4,522.70
BENJAMIN	SHERRIE	Office Supplies	09/29/22	TPW CONSULTANTS	\$4,500.00
BENJAMIN	SHERRIE	Office Supplies	05/25/22	TPW CONSULTANTS	\$2,794.05
BENJAMIN	SHERRIE	Printing Services	09/26/22	SYDAR OF D.C., LLC	\$2,500.00
BENJAMIN	SHERRIE	Printing Services	05/30/22	SYDAR OF D.C., LLC	\$2,500.00
BENJAMIN	SHERRIE	Printing Services	04/14/22	SYDAR OF D.C., LLC	\$2,500.00
BENJAMIN	SHERRIE	Printing Services	06/07/22	TOUCAN PRINTING & PROM	\$2,498.10
BENJAMIN	SHERRIE	Printing Services	03/21/22	SENODA INC	\$2,040.00
BENJAMIN	SHERRIE	Office Supplies	01/21/22	STANDARD OFFICE SUPPLY	\$2,019.60
BENJAMIN	SHERRIE	Office Supplies	03/29/22	MICROFRAME	\$2,011.57
BENJAMIN	SHERRIE	Office Supplies	08/15/22	TPW CONSULTANTS	\$1,694.80
BENJAMIN	SHERRIE	Professional Services	09/29/22	FARONICS TECHNOLOGIES	\$1,475.00
BENJAMIN	SHERRIE	Electronic Supplies	03/10/22	SMK	\$1,428.00
BENJAMIN	SHERRIE	Fob purchase	08/22/22	DATAWATCH SYSTEMS INC	\$1,305.00
BENJAMIN	SHERRIE	Office Supplies	04/28/22	TPW CONSULTANTS	\$1,285.20
BENJAMIN	SHERRIE	Office Supplies	01/03/22	STANDARD OFFICE SUPPLY	\$1,170.48
BENJAMIN	SHERRIE	Office Supplies	09/15/22	MICROFRAME	\$1,106.69
BENJAMIN	SHERRIE	Office Supplies	08/01/22	TPW CONSULTANTS	\$668.27
BENJAMIN	SHERRIE	Professional Services	11/08/21	ACUITYSCHEDULING.COM	\$374.00
BENJAMIN	SHERRIE	Office Supplies	09/08/22	TPW CONSULTANTS	\$265.00
BENJAMIN	SHERRIE	Periodicals	11/03/21	HBRSSUBSCRIPTION	\$190.80
BENJAMIN	SHERRIE	Professional Services	05/06/22	NETWORKING FOR FUTURE	\$180.25
BENJAMIN	SHERRIE	Office keys	09/26/22	SQ *CENTRAL SAFE AND L	\$10.00
BUNCH	HERMAN	Office Supplies	09/26/22	TPW CONSULTANTS	\$4,996.00
BUNCH	HERMAN	Office Supplies	09/29/22	TPW CONSULTANTS	\$4,945.30
BUNCH	HERMAN	Office Supplies	09/09/22	BLUEBAY OFFICE INC	\$3,741.36
BUNCH	HERMAN	Office Supplies	08/25/22	JACOBS GARDNER SUPPLY	\$3,145.20
BUNCH	HERMAN	Office Supplies	09/26/22	STANDARD OFFICE SUPPLY	\$2,759.41

BUNCH	HERMAN	Shipping Materials	01/31/22 ULINE	\$2,619.69
BUNCH	HERMAN	Printing Services	05/02/22 SYDAR OF D.C., LLC	\$2,500.00
BUNCH	HERMAN	Printing Services	01/13/22 SYDAR OF D.C., LLC	\$2,500.00
BUNCH	HERMAN	Printing Services	11/01/21 SENODA INC	\$2,500.00
BUNCH	HERMAN	Office Supplies	06/08/22 STANDARD OFFICE SUPPLY	\$2,390.85
BUNCH	HERMAN	Office Supplies	07/07/22 TPW CONSULTANTS	\$1,539.99
BUNCH	HERMAN	Shipping Materials	09/26/22 ULINE	\$1,501.38
BUNCH	HERMAN	Mail Services	12/10/21 USPS PO 1049370101	\$1,500.00
BUNCH	HERMAN	Electronic Supplies	08/26/22 IN *AD BOX PROMO AGENC	\$1,140.00
BUNCH	HERMAN	Office Supplies	02/16/22 JACOBS GARDNER SUPPLY	\$1,045.95
BUNCH	HERMAN	Office Supplies	09/26/22 JACOBS GARDNER SUPPLY	\$931.20
BUNCH	HERMAN	Mail Services	04/26/22 USPS PO 1049370101	\$800.00
BUNCH	HERMAN	Mail Services	04/26/22 USPS PO 1049370101	\$800.00
BUNCH	HERMAN	Office Supplies	03/02/22 STANDARD OFFICE SUPPLY	\$790.35
BUNCH	HERMAN	Professional Services	01/12/22 SOCIALSECURITYADMIN-PY	\$694.03
BUNCH	HERMAN	Miscellaneous Cloud Services	01/12/22 ADOBE	\$635.87
BUNCH	HERMAN	Office Supplies	04/07/22 TPW CONSULTANTS	\$633.97
BUNCH	HERMAN	Shipping Materials	09/09/22 ULINE	\$571.55
BUNCH	HERMAN	Shipping Materials	08/18/22 ULINE	\$564.71
BUNCH	HERMAN	Shipping Materials	08/19/22 ULINE	\$563.59
BUNCH	HERMAN	Shipping Materials	03/01/22 ULINE	\$546.07
BUNCH	HERMAN	Mail Services	04/26/22 USPS PO 1049370101	\$530.00
BUNCH	HERMAN	Office Supplies	09/29/22 STAPLES 00115618	\$499.98
BUNCH	HERMAN	Office Supplies	07/13/22 TPW CONSULTANTS	\$473.40
BUNCH	HERMAN	Professional Services	08/22/22 SOCIALSECURITYADMIN-PY	\$453.00
BUNCH	HERMAN	Professional Services	06/09/22 SOCIALSECURITYADMIN-PY	\$449.98
BUNCH	HERMAN	Mail Services	05/20/22 USPS PO 1049370101	\$436.00
BUNCH	HERMAN	Office Supplies	09/28/22 STANDARD OFFICE SUPPLY	\$430.28
BUNCH	HERMAN	Mail Services	12/17/21 USPS PO 1049370101	\$424.00
BUNCH	HERMAN	Mail Services	10/20/21 PITNEY BOWES PI	\$406.98
BUNCH	HERMAN	Medicaid eligibility determination	03/24/22 SOCIALSECURITYADMIN-PY	\$404.68
BUNCH	HERMAN	Machine Repair Services	06/22/22 WHITAKERBROTHERS.COM	\$350.00
BUNCH	HERMAN	Mail Services	04/26/22 USPS PO 1049370101	\$265.00
BUNCH	HERMAN	Mail Services	04/26/22 USPS PO 1049370101	\$265.00
BUNCH	HERMAN	Shipping Materials	07/07/22 ULINE	\$196.47
BUNCH	HERMAN	Office Supplies	04/25/22 JACOBS GARDNER SUPPLY	\$156.60
BUNCH	HERMAN	Mail Services	10/20/21 PITNEY BOWES PI	\$105.00
BUNCH	HERMAN	Mail Services	06/29/22 PITNEY BOWES PI	\$105.00
BUNCH	HERMAN	Shipping Services	09/05/22 FEDEX	\$5.20
BURNETT	PRISCILLA	Office Supplies	07/22/22 STANDARD OFFICE SUPPLY	\$1,863.60
BURNETT	PRISCILLA	Conference Fees	09/21/22 NASCSP* 2673XXX 2022	\$592.00

BURNETT	PRISCILLA	Conference Fees	09/21/22	NASCSP* 2467XXX 2022	\$592.00
BURNETT	PRISCILLA	Office Supplies	04/15/22	STANDARD OFFICE SUPPLY	\$585.48
BURNETT	PRISCILLA	Office Supplies	04/25/22	STANDARD OFFICE SUPPLY	\$495.68
BURNETT	PRISCILLA	Conference Fees	02/01/22	NASCSP* 2674XXX NASC	\$375.00
BURNETT	PRISCILLA	Conference Fees	02/01/22	NASCSP* 2673XXX NASC	\$375.00
BURNETT	PRISCILLA	Printer Repair Service	08/03/22	SQ *PRINTER RESOLUTION	\$230.00
BURNETT	PRISCILLA	Office Supplies	10/28/21	AMZN MKTP US	\$191.10
BURNETT	PRISCILLA	Office Supplies	11/09/21	AMAZON.COM*ZF01M0443 A	\$169.12
BURNETT	PRISCILLA	Office Supplies	12/16/21	STANDARD OFFICE SUPPLY	\$162.02
BURNETT	PRISCILLA	Office Supplies	08/15/22	TOOLOTS INC	\$136.32
BURNETT	PRISCILLA	Office Supplies	11/19/21	AMZN MKTP US	\$40.28
BURNETT	PRISCILLA	Office Supplies	07/29/22	STANDARD OFFICE SUPPLY	\$33.52
BURTON	JACKIE	Conference Fees	06/09/22	APHS	\$1,025.00
BURTON	JACKIE	Conference Fees	06/09/22	APHS	\$1,025.00
BURTON	JACKIE	Conference Fees	06/01/22	APHS	\$1,025.00
BURTON	JACKIE	Conference Fees	06/02/22	APHS	\$950.00
BURTON	JACKIE	Conference Fees	06/01/22	APHS	\$950.00
BURTON	JACKIE	Conference Fees	06/01/22	APHS	\$950.00
BURTON	JACKIE	Conference Fees	05/16/22	APHS	\$900.00
BURTON	JACKIE	Conference fees	08/09/22	APHS	\$825.00
BURTON	JACKIE	Travel	04/29/22	NAWDP.ORG	\$795.00
BURTON	JACKIE	Travel	04/29/22	NAWDP.ORG	\$795.00
BURTON	JACKIE	Travel	04/29/22	NAWDP.ORG	\$795.00
BURTON	JACKIE	Conference Fees	07/07/22	APHS	\$775.00
BURTON	JACKIE	Conference Fees	07/07/22	APHS	\$775.00
BURTON	JACKIE	Conference fees	07/12/22	APHS	\$700.00
BURTON	JACKIE	Conference Fees	07/07/22	APHS	\$700.00
BURTON	JACKIE	Travel	04/29/22	UNITED AIRLINES	\$692.20
BURTON	JACKIE	Professional Services	05/12/22	EB CODE FOR AMERICA S	\$519.43
BURTON	JACKIE	Travel	08/09/22	EXPEDIA 72363476124059	\$514.57
BURTON	JACKIE	Lodging	08/19/22	MARRIOTT SAVANNAH RIVE	\$424.80
BURTON	JACKIE	Lodging	08/15/22	COURTYARD BY MARRIOTT	\$424.80
BURTON	JACKIE	Lodging	08/15/22	COURTYARD BY MARRIOTT	\$424.80
BURTON	JACKIE	Lodging	08/15/22	COURTYARD BY MARRIOTT	\$424.80
BURTON	JACKIE	Lodging	08/12/22	COURTYARD BY MARRIOTT	\$424.80
BURTON	JACKIE	Travel	05/02/22	SPIRIT AIRLINES	\$406.59
BURTON	JACKIE	Travel	04/29/22	AMERICAN AIRLINES	\$368.60
BURTON	JACKIE	Travel	07/11/22	SOUTHWEST	\$350.96
BURTON	JACKIE	Travel	07/13/22	AMERICAN AIRLINES	\$270.19
BURTON	JACKIE	Lodging	05/16/22	SO PT HOTEL AND CASINO	\$254.25
BURTON	JACKIE	Lodging	05/16/22	SO PT HOTEL AND CASINO	\$254.25

BURTON	JACKIE	Lodging	05/16/22	SO PT HOTEL AND CASINO	\$254.25
BURTON	JACKIE	Travel	07/11/22	AMERICAN AIRLINES	\$247.20
BURTON	JACKIE	Travel	04/29/22	SUNCNTRY T77NHZ	\$219.60
BURTON	JACKIE	Travel	04/29/22	SUNCNTRY NCPB3U	\$219.60
BURTON	JACKIE	Travel	08/10/22	AMERICAN AIRLINES	\$210.10
BURTON	JACKIE	Travel	08/10/22	DELTA	\$192.60
BURTON	JACKIE	Travel	07/11/22	AMERICAN AIRLINES	\$128.60
BURTON	JACKIE	Travel	07/11/22	UNITED AIRLINES	\$106.60
BURTON	JACKIE	Lodging	04/14/22	SO PT HOTEL AND CASINO	\$84.75
BURTON	JACKIE	Lodging	04/14/22	SO PT HOTEL AND CASINO	\$84.75
BURTON	JACKIE	Lodging	04/14/22	SO PT HOTEL AND CASINO	\$84.75
BURTON	JACKIE	Travel	08/09/22	EXPEDIA 72363487087297	\$3.32
BURTON	JACKIE	Travel	07/08/22	EXPEDIA 72341691420213	\$1.83
CRUDUP	SONYA	Office Supplies	11/05/21	PROMO DIRECT	\$2,981.15
CRUDUP	SONYA	Office Supplies	09/29/22	PROMO DIRECT	\$2,305.36
CRUDUP	SONYA	Office Supplies	07/15/22	PROMO DIRECT	\$1,928.37
CRUDUP	SONYA	Office Supplies	08/19/22	TPW CONSULTANTS	\$1,786.75
CRUDUP	SONYA	Office Supplies	08/08/22	STANDARD OFFICE SUPPLY	\$1,439.96
CRUDUP	SONYA	Office Supplies	08/29/22	STANDARD OFFICE SUPPLY	\$776.04
CRUDUP	SONYA	Office Supplies	07/29/22	STANDARD OFFICE SUPPLY	\$757.10
CRUDUP	SONYA	Office Supplies	06/27/22	STANDARD OFFICE SUPPLY	\$569.76
CRUDUP	SONYA	Conference Fees	08/18/22	NBCDI	\$550.00
CRUDUP	SONYA	Office Supplies	07/04/22	STANDARD OFFICE SUPPLY	\$411.63
CRUDUP	SONYA	Office Supplies	12/09/21	STANDARD OFFICE SUPPLY	\$397.41
CRUDUP	SONYA	Online training	10/18/21	EB ONLINE TRAINING-CO	\$375.00
CRUDUP	SONYA	Training	10/18/21	EB ONLINE TRAINING-CO	\$375.00
CRUDUP	SONYA	Office Supplies	11/08/21	STANDARD OFFICE SUPPLY	\$338.81
CRUDUP	SONYA	Flipbook Subscription	08/26/22	PAYPRO SMSTAR	\$319.60
CRUDUP	SONYA	Office Supplies	03/21/22	STANDARD OFFICE SUPPLY	\$258.31
CRUDUP	SONYA	Office Supplies	06/29/22	PROMO DIRECT	\$251.12
CRUDUP	SONYA	Office Supplies	06/20/22	STANDARD OFFICE SUPPLY	\$250.39
CRUDUP	SONYA	Office Supplies	08/04/22	STANDARD OFFICE SUPPLY	\$218.71
CRUDUP	SONYA	Office Supplies	05/09/22	TPW CONSULTANTS	\$200.00
CRUDUP	SONYA	Office Supplies	12/13/21	STANDARD OFFICE SUPPLY	\$131.84
CRUDUP	SONYA	Office Supplies	03/17/22	STANDARD OFFICE SUPPLY	\$112.04
CRUDUP	SONYA	Office Supplies	05/18/22	STANDARD OFFICE SUPPLY	\$107.78
CRUDUP	SONYA	Office Supplies	09/23/22	STANDARD OFFICE SUPPLY	\$99.80
CRUDUP	SONYA	Office Supplies	07/14/22	STANDARD OFFICE SUPPLY	\$83.29
CRUDUP	SONYA	Office Supplies	02/17/22	STANDARD OFFICE SUPPLY	\$69.95
CRUDUP	SONYA	Office Supplies	09/05/22	STANDARD OFFICE SUPPLY	\$40.96
CRUDUP	SONYA	Office Supplies	10/29/21	STANDARD OFFICE SUPPLY	\$38.08

CRUDUP	SONYA	Office Supplies	08/11/22	STANDARD OFFICE SUPPLY	\$36.75
CRUDUP	SONYA	Office Supplies	12/17/21	STANDARD OFFICE SUPPLY	\$34.66
CRUDUP	SONYA	Office Supplies	11/08/21	STANDARD OFFICE SUPPLY	\$19.53
CRUDUP	SONYA	Office Supplies	07/08/22	STANDARD OFFICE SUPPLY	\$10.32
CRUZ	ALVARO	Four (4) Dell Latitude 9430 with Four (4	08/31/22	DMI* DELL K-12/GOVT	\$8,165.80
CRUZ	ALVARO	Dice Career Solutions	11/11/21	DICE/CLEARANCEJOBS/EFC	\$5,000.00
CRUZ	ALVARO	Xerox WorkCentre 3300 Series - High Ca	11/10/21	CDW GOVT #N363096	\$4,689.60
CRUZ	ALVARO	Dell Monitors	03/01/22	PUBLIC PERFORMANCE MAN	\$4,355.68
CRUZ	ALVARO	100 Dell Kensington SP17 17-inch Classi	09/12/22	MVS INC	\$3,531.00
CRUZ	ALVARO	Three (3) SAMSUNG 75-inch Class Cryst	09/12/22	AMZN MKTP US	\$3,263.85
CRUZ	ALVARO	AudtoCad Revit LT Suite 6 Licenses	07/29/22	DLT SOLUTIONS 703-773-	\$3,234.00
CRUZ	ALVARO	IBM 6500 - v15s	11/04/21	ABA MORIAH CORPORATION	\$2,800.00
CRUZ	ALVARO	Annual Enterprise Plan - up to 600 devic	04/19/22	LITTLE GRE* LITTLE GRE	\$2,700.00
CRUZ	ALVARO	One (1) Teams Studio X30 for OIS	04/15/22	PUBLIC PERFORMANCE MAN	\$1,662.60
CRUZ	ALVARO	Four (4) Dell 24 Video Conferencing Mo	08/30/22	DMI* DELL K-12/GOVT	\$1,322.64
CRUZ	ALVARO	Alchemer LLC - Enterprise License - Sur	06/20/22	ALCHEMER LLC	\$1,081.20
CRUZ	ALVARO	Professional package for 10 developers,	10/29/21	FS *IRONSOFTWARE	\$846.94
CRUZ	ALVARO	Upgrade to Professional package for 10	11/09/21	FS *IRONSOFTWARE	\$846.94
CRUZ	ALVARO	MS Team Room Ten Licenses (OD)	04/20/22	CDW GOVT #W110110	\$801.10
CRUZ	ALVARO	Upgrade to QuNect ODBC 2022 (32 and	05/11/22	QUNECT LLC	\$799.60
CRUZ	ALVARO	MS Team Room Eight Licenses (ESA)	04/20/22	CDW GOVT #W110107	\$640.88
CRUZ	ALVARO	Zapier Pro (2K Tasks) yearly	04/14/22	ZAPIER.COM/CHARGE	\$588.00
CRUZ	ALVARO	STATA 2 licenses (ESA)	03/03/22	STATACORP LLC	\$580.00
CRUZ	ALVARO	Five (5) Adobe Acrobat DC	01/19/22	PUBLIC PERFORMANCE MAN	\$528.05
CRUZ	ALVARO	Dell Slim Power Adapter	03/31/22	PUBLIC PERFORMANCE MAN	\$509.16
CRUZ	ALVARO	Venngage Business Yearly Subscription			
CRUZ	ALVARO	(Leander Skeete)	05/11/22	VENNGAGE.COM	\$468.00
CRUZ	ALVARO	HP ENVY Photo 7864 All-in-One Printer	11/15/21	APPLE.COM/US	\$439.90
CRUZ	ALVARO	Three (3) Seagate 300-GB 15K FC-AL.	02/24/22	SILLWORKS LTD	\$347.85
CRUZ	ALVARO	Five (5) Seagate BarraCuda ES.2.	03/25/22	NEWEGG MARKETPLACE	\$325.00
CRUZ	ALVARO	Dewalt DCD708C2 ATOMIC 20V MAX D	04/05/22	NEWEGG MARKETPLACE	\$318.00
CRUZ	ALVARO	Three (3) ASURION 4 Year Television Pro	09/12/22	AMZN MKTP US	\$290.97
CRUZ	ALVARO	MS EA to support Poly X50 webcams	01/27/22	CDW GOVT #R334065	\$223.78
CRUZ	ALVARO	Poly - power adapter	03/31/22	PUBLIC PERFORMANCE MAN	\$196.19
CRUZ	ALVARO	DAKboard CPU v4	09/12/22	SP DAKBOARD, LLC	\$165.90
CRUZ	ALVARO	Two (2) Microsoft Sculpt Ergonomic Wii	11/01/21	AMAZON.COM*FC5G00KF3	\$159.98
CRUZ	ALVARO	Office Timeline Add-in Pro+ Key	03/01/22	OFFICETIMELINEAU2QEWOA	\$149.00
CRUZ	ALVARO	Grammarly Premium	09/20/22	GRAMMARLY COBFMOHMP	\$144.00
CRUZ	ALVARO	Three (3) mounting Dream Full Motion	09/13/22	AMZN MKTP US	\$142.77
CRUZ	ALVARO	Dakboard Plus Subscription (Justin Brov	09/09/22	DAKBOARD, LLC	\$96.00
CRUZ	ALVARO	FOB replacement for Jerome Williams	03/25/22	EASYKEYSCOM INC	\$14.80

DAVIS	JAYNE	Office Supplies	05/12/22	STANDARD OFFICE SUPPLY	\$3,497.16
DAVIS	JAYNE	Training	06/03/22	PAYPAL	\$2,327.60
DAVIS	JAYNE	Training	06/10/22	NAN MCKAY & ASSOCIATES	\$975.00
DAVIS	JAYNE	Office Supplies	10/22/21	STANDARD OFFICE SUPPLY	\$972.55
DAVIS	JAYNE	Office Supplies	09/29/22	STANDARD OFFICE SUPPLY	\$965.01
DAVIS	JAYNE	Office Supplies	09/29/22	STANDARD OFFICE SUPPLY	\$921.73
DAVIS	JAYNE	Training	06/09/22	APHSA	\$800.00
DAVIS	JAYNE	Training	07/29/22	THE MANAGEMENT CENTER	\$450.00
DAVIS	JAYNE	Office Supplies	09/12/22	STANDARD OFFICE SUPPLY	\$373.20
DAVIS	JAYNE	Office Supplies	03/25/22	AMZN MKTP US	\$347.99
DAVIS	JAYNE	Office Supplies	05/23/22	STANDARD OFFICE SUPPLY	\$340.84
DAVIS	JAYNE	Office Supplies	08/23/22	AMZN MKTP US	\$335.98
DAVIS	JAYNE	Office Supplies	05/16/22	STANDARD OFFICE SUPPLY	\$269.99
DAVIS	JAYNE	Office Supplies	05/13/22	AMZN MKTP US	\$253.34
DAVIS	JAYNE	Office Supplies	09/12/22	STANDARD OFFICE SUPPLY	\$239.00
DAVIS	JAYNE	Office Supplies	01/14/22	AMZN MKTP US	\$213.98
DAVIS	JAYNE	Payment should have not been taking r	01/03/22	DROPBOX*M6KYWD2G8SX8	\$210.94
DAVIS	JAYNE	Office Supplies	12/13/21	AMAZON.COM*IC3HM5MZ3 A	\$201.63
DAVIS	JAYNE	Office Supplies	01/17/22	AMAZON.COM*7H8H98HO3 A	\$192.90
DAVIS	JAYNE	Team building excercise reschedule fee	07/25/22	RECREATION.GOV	\$180.00
DAVIS	JAYNE	Office Supplies	09/21/22	AMZN MKTP US	\$140.53
DAVIS	JAYNE	Office Supplies	01/26/22	STANDARD OFFICE SUPPLY	\$132.48
DAVIS	JAYNE	Office Supplies	08/30/22	AMZN MKTP US	\$113.75
DAVIS	JAYNE	Office Supplies	01/07/22	AMAZON.COM*3W1S80UN3	\$54.99
DAVIS	JAYNE	Office Supplies	01/18/22	AMZN MKTP US	\$48.64
DAVIS	JAYNE	Office Supplies	09/02/22	AMZN MKTP US	\$41.72
DAVIS	JAYNE	Office Supplies	08/26/22	AMZN MKTP US	\$41.71
DAVIS	JAYNE	Office Supplies	02/24/22	AMAZON.COM*1I5T55601 A	\$30.97
DAVIS	JAYNE	Office Supplies	12/07/21	AMZN MKTP US	\$27.54
DAVIS	JAYNE	Shipping for checks	06/13/22	USPS PO 2388810748	\$26.95
DAVIS	JAYNE	Office Supplies	09/05/22	AMZN MKTP US	\$17.98
DAVIS	JAYNE	Office Supplies	08/26/22	AMZN MKTP US	\$13.66
DAVIS	JAYNE	Team building excercise reschedule fee	08/04/22	RECREATION.GOV	\$10.00
DAVIS	JAYNE	Team building excercise reschedule fee	08/04/22	RECREATION.GOV	\$10.00
DAVIS	JAYNE	Team building excercise reschedule fee	07/28/22	RECREATION.GOV	\$10.00
DAVIS	JAYNE	Team building excercise reschedule fee	07/28/22	RECREATION.GOV	\$10.00
DEVORE	CHAUNEE	Adobe Pro Dc Licenses (55) - OPRMI	07/14/22	PUBLIC PERFORMANCE MAN	\$2,456.30
DEVORE	CHAUNEE	Conference Registration fee	09/07/22	UNITED COUNCIL ON WELF	\$990.00
DEVORE	CHAUNEE	Conference Registration fee	07/15/22	APHSA	\$775.00
DEVORE	CHAUNEE	Conference Registration fee	07/15/22	APHSA	\$775.00
DEVORE	CHAUNEE	Conference Registration fee	07/15/22	APHSA	\$775.00

DEVORE	CHAUNEE	Conference Registration fee	07/15/22	APHS A	\$775.00
DEVORE	CHAUNEE	Conference Registration fee	07/15/22	APHS A	\$700.00
DEVORE	CHAUNEE	Aifare for conference	08/08/22	SOUTHWEST	\$628.96
DEVORE	CHAUNEE	Aifare for conference	08/08/22	SOUTHWEST	\$628.96
DEVORE	CHAUNEE	Airfare for conference	08/08/22	SOUTHWEST	\$599.46
DEVORE	CHAUNEE	Aifare for conference	07/19/22	DELTA	\$418.20
DEVORE	CHAUNEE	Aifare for conference	07/19/22	DELTA	\$396.20
DEVORE	CHAUNEE	Aifare for conference	07/08/22	DELTA	\$395.20
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$395.20
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$395.20
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$395.20
DEVORE	CHAUNEE	Aifare for conference	07/19/22	DELTA	\$39.99
DEVORE	CHAUNEE	Aifare for conference	07/19/22	DELTA	\$39.99
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$39.99
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$39.99
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$39.99
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$39.99
DEVORE	CHAUNEE	Airfare for conference	07/08/22	DELTA	\$39.99
ESPINAL-LEE	YVELISE	Transportation/Fleet Office Support	07/14/22	POOLCAR	\$2,851.20
ESPINAL-LEE	YVELISE	Electrical Work MJM	09/23/22	SQ *MJM CONTRACTING IN	\$1,750.00
ESPINAL-LEE	YVELISE	Office Support Water Chiller installati	06/09/22	SQ *MJM CONTRACTING IN	\$1,575.00
ESPINAL-LEE	YVELISE	Printing/Sociall Distancing Wrist Bands	11/05/21	PDC-IDENTICARD	\$1,213.51
ESPINAL-LEE	YVELISE	Office Supplies	05/19/22	GRAINGER	\$1,029.86
ESPINAL-LEE	YVELISE	Office supplies	05/25/22	GRAINGER	\$628.70
ESPINAL-LEE	YVELISE	Office Supplies	05/19/22	GRAINGER	\$628.70
ESPINAL-LEE	YVELISE	Transportation/Fleet	10/20/21	GRAINGER	\$554.90
ESPINAL-LEE	YVELISE	Office Support Flag Purchases	09/27/22	NATIONAL CAPITAL FLAG	\$480.12
ESPINAL-LEE	YVELISE	Office support/Fleet	06/06/22	IN *TRAKA USA, LLC	\$232.00
ESPINAL-LEE	YVELISE	Office supplies	02/25/22	GRAINGER	\$220.96
ESPINAL-LEE	YVELISE	Office SuppliesLaser Measures	09/19/22	AMAZON.COM*1M7Y699N1	\$103.88
ESPINAL-LEE	YVELISE	Office supplies/Capital Operations Tean	11/05/21	AMZN MKTP US	\$98.91
ESPINAL-LEE	YVELISE	Office supplies lampshade replacement	06/27/22	AMZN MKTP US	\$36.99
ESPINAL-LEE	YVELISE	Key replacement	09/26/22	EASYKEYSCOM INC	\$20.00
ESPINAL-LEE	YVELISE	Key replacement	11/05/21	EASYKEYSCOM INC	\$13.80
ESPINAL-LEE	YVELISE	Office supplies Warrantly for Lasers	09/16/22	AMZN MKTP US	\$8.97
FARMER-ALLEN	MARY	Office supplies	03/07/22	BLUEBAY OFFICE INC	\$1,301.82
FARMER-ALLEN	MARY	Office supplies	03/07/22	BLUEBAY OFFICE INC	\$68.93
FOSTER	DARREN	YSD Food for Newcomers Group	12/17/21	DOMINO'S 4328	\$72.48
FOSTER	DARREN	YSD Food for Newcomers Group	12/17/21	DOMINO'S 4328	\$64.19
HART	LUCILLE	Office supplies	03/09/22	STANDARD OFFICE SUPPLY	\$497.60
HART	LUCILLE	Office supplies	11/04/21	STANDARD OFFICE SUPPLY	\$431.84
HART	LUCILLE	Fob purchase	10/20/21	DATAWATCH SYSTEMS INC	\$421.00

HART	LUCILLE	Fob purchase	06/15/22	DATAWATCH SYSTEMS INC	\$395.00
HART	LUCILLE	Fob purchase	06/15/22	DATAWATCH SYSTEMS INC	\$395.00
HART	LUCILLE	Office supplies	09/01/22	STANDARD OFFICE SUPPLY	\$321.85
HART	LUCILLE	Office supplies	07/29/22	STANDARD OFFICE SUPPLY	\$293.95
HART	LUCILLE	Office supplies	04/08/22	STANDARD OFFICE SUPPLY	\$217.92
HART	LUCILLE	Office supplies	05/19/22	STANDARD OFFICE SUPPLY	\$164.96
HART	LUCILLE	Office supplies	08/01/22	STANDARD OFFICE SUPPLY	\$149.94
HART	LUCILLE	Office supplies	05/19/22	STANDARD OFFICE SUPPLY	\$134.46
HART	LUCILLE	Office supplies	03/07/22	STANDARD OFFICE SUPPLY	\$123.96
HART	LUCILLE	Office supplies	12/02/21	STANDARD OFFICE SUPPLY	\$96.56
HART	LUCILLE	Office supplies	05/23/22	STANDARD OFFICE SUPPLY	\$77.97
HART	LUCILLE	Office supplies	05/19/22	STANDARD OFFICE SUPPLY	\$77.97
HART	LUCILLE	Office supplies	01/27/22	STANDARD OFFICE SUPPLY	\$38.95
HUNTER	PATRICIA	Office supplies	09/28/22	METROPOLITAN OFFICE	\$2,575.68
HUNTER	PATRICIA	Stock Photos	11/05/21	STK*SHUTTERSTOCK	\$2,388.00
HUNTER	PATRICIA	Office supplies	09/26/22	METROPOLITAN OFFICE	\$1,920.96
HUNTER	PATRICIA	Key Fobs	10/22/21	DATAWATCH SYSTEMS INC	\$1,305.00
HUNTER	PATRICIA	Office supplies	10/29/21	STANDARD OFFICE SUPPLY	\$1,238.26
HUNTER	PATRICIA	Office supplies	07/07/22	METROPOLITAN OFFICE	\$1,198.49
HUNTER	PATRICIA	Flags for Communication Office	09/16/22	NATIONAL CAPITAL FLAG	\$1,165.12
HUNTER	PATRICIA	Office supplies	04/11/22	METROPOLITAN OFFICE	\$1,127.92
HUNTER	PATRICIA	Office supplies	02/04/22	METROPOLITAN OFFICE	\$1,021.73
HUNTER	PATRICIA	Office supplies	08/03/22	STANDARD OFFICE SUPPLY	\$999.00
HUNTER	PATRICIA	National Health Care for the Homeless (05/16/22	HYATT REGENCY BELLEVUE	\$855.33
HUNTER	PATRICIA	Office Supplies	09/05/22	METROPOLITAN OFFICE	\$825.19
HUNTER	PATRICIA	Office supplies	08/26/22	METROPOLITAN OFFICE	\$789.80
HUNTER	PATRICIA	Professional Development Training	08/25/22	ELEVATED DEVELOPMENT C	\$760.00
HUNTER	PATRICIA	Professional Development Training	04/22/22	ELEVATED DEVELOPMENT C	\$760.00
HUNTER	PATRICIA	Economic Mobility & Well-Being Confer	07/20/22	APHSA	\$750.00
HUNTER	PATRICIA	APHSA Economic Mobility & Well-Being	08/17/22	MARRIOTT SAVANNAH RIVE	\$692.61
HUNTER	PATRICIA	Airline for travel to Conference	03/28/22	ALASKA A 02	\$688.00
HUNTER	PATRICIA	Office supplies	07/25/22	METROPOLITAN OFFICE	\$639.80
HUNTER	PATRICIA	Camera Mount Wireless Video Equipme	08/24/22	PITBULL AUDIO	\$600.00
HUNTER	PATRICIA	National Health Care for the Homeless (03/29/22	EVENT* NATIONAL HEALTH	\$565.00
HUNTER	PATRICIA	Office supplies	08/03/22	METROPOLITAN OFFICE	\$531.38
HUNTER	PATRICIA	Office supplies	03/21/22	STANDARD OFFICE SUPPLY	\$440.25
HUNTER	PATRICIA	Professional Development Training	09/21/22	ELEVATED DEVELOPMENT C	\$380.00
HUNTER	PATRICIA	Office Supplies	09/09/22	METROPOLITAN OFFICE	\$369.86
HUNTER	PATRICIA	Office Supplies/Support	07/18/22	FORMOST ADVANCED CREAT	\$360.50
HUNTER	PATRICIA	Airline for travel to Conference	07/21/22	AMERICAN AIRLINES	\$357.20
HUNTER	PATRICIA	Office supplies	08/08/22	METROPOLITAN OFFICE	\$320.12

HUNTER	PATRICIA	Office supplies	03/21/22	METROPOLITAN OFFICE	\$310.73
HUNTER	PATRICIA	Office supplies	03/21/22	STANDARD OFFICE SUPPLY	\$293.50
HUNTER	PATRICIA	Database used for on call emergencies	04/01/22	SIGNUPGENIUS	\$269.89
HUNTER	PATRICIA	Office supplies	05/04/22	METROPOLITAN OFFICE	\$215.58
HUNTER	PATRICIA	Office supplies	08/03/22	METROPOLITAN OFFICE	\$212.46
HUNTER	PATRICIA	Cable for the Office of the Director	07/11/22	DTV	\$209.24
HUNTER	PATRICIA	Office supplies	12/13/21	METROPOLITAN OFFICE	\$208.59
HUNTER	PATRICIA	Office supplies	03/21/22	METROPOLITAN OFFICE	\$203.57
HUNTER	PATRICIA	Cable for the Office of the Director	10/14/21	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	08/05/22	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	07/04/22	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	05/19/22	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	04/15/22	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	03/14/22	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	01/17/22	DTV	\$202.99
HUNTER	PATRICIA	Cable for the office of the Director	12/20/21	DTV	\$202.99
HUNTER	PATRICIA	Cable for the Office of the Director	11/22/21	DTV	\$202.99
HUNTER	PATRICIA	American Airline for travel to Conferenc	08/16/22	WIZFAIR	\$199.72
HUNTER	PATRICIA	Food Catering Service	05/09/22	LA PRIMA FOOD GROUP IN	\$192.97
HUNTER	PATRICIA	Food Catering Service	04/28/22	LA PRIMA FOOD GROUP IN	\$192.97
HUNTER	PATRICIA	Office Supplies/Support	07/07/22	FORMOST ADVANCED CREAT	\$182.50
HUNTER	PATRICIA	Washington DC Affordable Housing Sun	07/18/22	BISNOW	\$164.00
HUNTER	PATRICIA	Food Catering Service	05/09/22	LA PRIMA FOOD GROUP IN	\$155.50
HUNTER	PATRICIA	Food Catering Service	04/27/22	LA PRIMA FOOD GROUP IN	\$155.50
HUNTER	PATRICIA	Office supplies	12/02/21	METROPOLITAN OFFICE	\$152.12
HUNTER	PATRICIA	Office supplies	03/31/22	STANDARD OFFICE SUPPLY	\$146.75
HUNTER	PATRICIA	Office Supplies/Support	08/31/22	FORMOST ADVANCED CREAT	\$109.50
HUNTER	PATRICIA	National Health Care for the Homeless (05/17/22	HYATT REGENCY BELLEVUE	\$106.68
HUNTER	PATRICIA	Notary supplies	03/07/22	METRO STAMP AND SEAL C	\$96.95
HUNTER	PATRICIA	FedEx Mail Delivery	10/21/21	FEDEX	\$85.44
HUNTER	PATRICIA	Office supplies	07/15/22	METROPOLITAN OFFICE	\$78.64
HUNTER	PATRICIA	FedEx Mail Delivery	03/14/22	FEDEX	\$75.58
HUNTER	PATRICIA	Airline for travel to Conference (adjuste	07/21/22	AMERICAN AIRLINES	\$66.83
HUNTER	PATRICIA	Office supplies	02/04/22	METROPOLITAN OFFICE	\$63.47
HUNTER	PATRICIA	Amazon (Office Supplies)	11/05/21	AMZN MKTP US	\$59.02
HUNTER	PATRICIA	Office supplies	03/21/22	STANDARD OFFICE SUPPLY	\$56.22
HUNTER	PATRICIA	FedEx Mail Delivery	09/02/22	FEDEX	\$55.19
HUNTER	PATRICIA	FedEx Mail Delivery	12/20/21	FEDEX	\$46.14
HUNTER	PATRICIA	Notary supplies	03/22/22	PRESTO DIRECT LLC	\$33.99
HUNTER	PATRICIA	FedEx Mail Delivery	10/14/21	FEDEX	\$32.90
HUNTER	PATRICIA	FedEx Mail Delivery	11/22/21	FEDEX	\$26.05

HUNTER	PATRICIA	FedEx Mail Delivery	10/28/21 FEDEX	\$18.81
HUNTER	PATRICIA	Airline for travel to Conference	03/28/22 ALASKA A 02	\$15.00
HUNTER	PATRICIA	Office supplies	03/25/22 STANDARD OFFICE SUPPLY	\$11.17
HUNTER	PATRICIA	FedEx Mail Delivery	04/15/22 FEDEX	\$10.47
HUNTER	PATRICIA	FedEx Mail Delivery	10/14/21 FEDEX	\$7.69
HUNTER	PATRICIA	FedEx Mail Delivery	10/14/21 FEDEX	\$6.93
HUNTER	PATRICIA	FedEx Mail Delivery	04/15/22 FEDEX	\$4.33
JACKSON	CARLA	Capital transportation for YSD Parent G	05/12/22 PAYPAL	\$4,975.00
JACKSON	CARLA	CAfAS assessments	04/13/22 SP MHS: MULTI HEALTH	\$4,858.00
JACKSON	CARLA	YSD clients - NKG sports workout sessio	11/23/21 PAYPAL	\$3,922.63
JACKSON	CARLA	Front of the bus YSD staff training	08/12/22 PAYPAL	\$2,800.00
JACKSON	CARLA	Youth cosmetic training event prepping	08/08/22 PAYPAL	\$2,572.50
JACKSON	CARLA	YSD staff jackets for outreach and com	09/15/22 FORMOST ADVANCED CREAT	\$2,494.07
JACKSON	CARLA	Homeless outreach supplies	07/12/22 4IMPRINT, INC	\$2,434.42
JACKSON	CARLA	CAFAS assessments needed for staff	09/28/22 SP MHS: MULTI HEALTH	\$2,429.00
JACKSON	CARLA	Team Building Leadership Developemer	09/30/22 PAYPAL	\$2,290.75
JACKSON	CARLA	Wendt Center for Loss and Healing trair	08/11/22 PAYPAL	\$2,000.00
JACKSON	CARLA	YSD youth - Studio time and music lessc	07/19/22 MIXIT LLC	\$2,000.00
JACKSON	CARLA	YSD Parent Group's parent and children	04/07/22 PAYPAL	\$1,750.00
JACKSON	CARLA	YSD youth back to school event - food	09/16/22 PP*EVENTSBLLC	\$1,500.00
JACKSON	CARLA	YSD youth activity -DartNBounce	08/31/22 PAYPAL	\$1,500.00
JACKSON	CARLA	YSD staff t-shirts for outreach and comr	10/08/21 RELENTLESS UNIFORMS LC	\$1,454.00
JACKSON	CARLA	Parent group nurturing session	02/09/22 PAYPAL	\$1,385.31
JACKSON	CARLA	Survey monkey yearly payment	12/10/21 SURVEYMONK* T 41834376	\$1,335.60
JACKSON	CARLA	Office supplies	09/05/22 STANDARD OFFICE SUPPLY	\$1,327.02
JACKSON	CARLA	YSD Parent group cooking session	12/10/21 PAYPAL	\$1,240.00
JACKSON	CARLA	Parent group nurturing session supplies	02/14/22 FAMILY DEVELOPMENT RES	\$1,125.17
JACKSON	CARLA	Back to school backpacks for YSD youth	09/01/22 WALMART.COM AA	\$1,060.72
JACKSON	CARLA	YSD We are Kings youth outing	07/25/22 SQ *READY TOO BOUNCE	\$1,030.00
JACKSON	CARLA	YSD youth outing for spring break	04/05/22 SQ *READY TOO BOUNCE	\$1,030.00
JACKSON	CARLA	Fasoutcomes annual web renewal fee	02/15/22 SP * MHS: MULTI-HEALTH	\$1,015.00
JACKSON	CARLA	Sexual Misconduct Awareness training f	09/30/22 IN *RAPE, ABUSE & INCE	\$1,000.00
JACKSON	CARLA	Office supplies	04/04/22 STANDARD OFFICE SUPPLY	\$975.90
JACKSON	CARLA	YSD outreach brochures	07/26/22 FORMOST ADVANCED CREAT	\$925.00
JACKSON	CARLA	Homeless kickoff tables and tents paid	12/07/21 FORMOST ADVANCED CREAT	\$853.25
JACKSON	CARLA	PASS Brochures for outreach	08/26/22 FORMOST ADVANCED CREAT	\$750.00
JACKSON	CARLA	Food for YSD We Are Kings meeting	04/19/22 PP*EVENTSBLLC	\$750.00
JACKSON	CARLA	YSD transportation for Parent Group ev	04/07/22 PAYPAL	\$750.00
JACKSON	CARLA	Office supplies	08/05/22 STANDARD OFFICE SUPPLY	\$712.26
JACKSON	CARLA	Parent group whimsical art event	01/10/22 PAYPAL	\$700.00
JACKSON	CARLA	Office supplies	12/13/21 STANDARD OFFICE SUPPLY	\$637.75

JACKSON	CARLA	Food for Parent Group meeting	02/14/22	PP*EVENTSBLLC	\$600.00
JACKSON	CARLA	Food for YSD Parent Group Meeting	12/02/21	PP*EVENTSBLLC	\$600.00
JACKSON	CARLA	Youth college class fee	07/06/22	PRINCE GEORGES COMM CO	\$570.00
JACKSON	CARLA	YSD Parent group bags for supplies nee	02/28/22	AMZN MKTP US	\$542.67
JACKSON	CARLA	Food for YSD We Are Kings event	08/30/22	PP*EVENTSBLLC	\$540.00
JACKSON	CARLA	Office supplies	09/12/22	STANDARD OFFICE SUPPLY	\$505.79
JACKSON	CARLA	Office supplies	07/25/22	STANDARD OFFICE SUPPLY	\$501.62
JACKSON	CARLA	YSD all staff professional development	09/19/22	EVENTSDC	\$500.00
JACKSON	CARLA	Claudia Battu training YSD	11/08/21	NASW ONLINE	\$500.00
JACKSON	CARLA	Food for YSD We Are Kings event	08/04/22	PP*EVENTSBLLC	\$480.00
JACKSON	CARLA	TPAP youth outing	08/19/22	NATIONAL AQUARIUM, INC.	\$439.10
JACKSON	CARLA	Purchased table cloths for outreach	07/19/22	FORMOST ADVANCED CREAT	\$396.50
JACKSON	CARLA	PCAST youth outing	07/29/22	FSP*ADVENTURE PARK AT	\$344.34
JACKSON	CARLA	Training fee for Nicole Stewart	01/11/22	PAYPAL	\$325.00
JACKSON	CARLA	Parent Group t-shirts for parent group €	09/12/22	FORMOST ADVANCED CREAT	\$318.50
JACKSON	CARLA	YSD Parent group miscellaneous items	11/02/21	AMZN MKTP US	\$316.71
JACKSON	CARLA	Office supplies	09/26/22	STANDARD OFFICE SUPPLY	\$303.86
JACKSON	CARLA	Food for Teen Parent (TPAP) group me	12/20/21	PP*EVENTSBLLC	\$300.00
JACKSON	CARLA	Parent group communication device ch	07/19/22	CREW PRO	\$299.99
JACKSON	CARLA	Lorena Sorto youth summer activity	07/04/22	GLITTERSTAR	\$290.82
JACKSON	CARLA	Kenyawna Hudgens youth bedding nee	12/10/21	WALMART.COM AA	\$288.97
JACKSON	CARLA	Nia Rainey client bedding needs	09/12/22	AMAZON.COM*1F4C32IL1 A	\$286.10
JACKSON	CARLA	T-shirts for youth listening session	11/04/21	PAYPAL	\$280.00
JACKSON	CARLA	Yakelyn castillo client bedding needs	11/17/21	WALMART.COM AA	\$278.99
JACKSON	CARLA	YSD staff support wristbands	09/15/22	FORMOST ADVANCED CREAT	\$260.00
JACKSON	CARLA	Office supplies	11/18/21	STANDARD OFFICE SUPPLY	\$252.49
JACKSON	CARLA	Parent group supplies needed for a sess	06/16/22	AMAZON.COM*J301P8NP3	\$245.84
JACKSON	CARLA	Office supplies	12/09/21	STANDARD OFFICE SUPPLY	\$237.92
JACKSON	CARLA	YSD staff support bracelets	09/26/22	FORMOST ADVANCED CREAT	\$235.00
JACKSON	CARLA	Office supplies	12/23/21	STANDARD OFFICE SUPPLY	\$233.12
JACKSON	CARLA	Nicole Stewart youth football camp	07/06/22	PAYPAL	\$231.83
JACKSON	CARLA	Office supplies	01/12/22	STANDARD OFFICE SUPPLY	\$230.99
JACKSON	CARLA	Office supplies	09/09/22	STANDARD OFFICE SUPPLY	\$225.09
JACKSON	CARLA	Food for Teen Parent (TPAP) meeting	02/14/22	PP*EVENTSBLLC	\$200.00
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	06/29/22	EL POLLO SABROSO 2	\$190.36
JACKSON	CARLA	Purchased supplies for YSD Parent Grou	07/20/22	AMAZON.COM*VQ2FE8B13	\$173.39
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	04/29/22	DOMINO'S 4328	\$171.13
JACKSON	CARLA	Lorena Sorto youth bedding needs	06/16/22	AMAZON.COM*KM6WA92B3 A	\$169.99
JACKSON	CARLA	Destiny Whitehead youth school shoes	10/26/21	FOOT LOCKER	\$169.60
JACKSON	CARLA	Sewing classes for Ashley Avila - YSD	04/04/22	SAWYER* CREATIVEYOUTH	\$165.00
JACKSON	CARLA	Office supplies	06/10/22	STANDARD OFFICE SUPPLY	\$163.04

JACKSON	CARLA	Carry carts for YSD staff outreach suppli	06/06/22	WALMART.COM AV	\$161.99
JACKSON	CARLA	PCAST supplies needed for group sessio	06/23/22	AMZN MKTP US	\$160.44
JACKSON	CARLA	Folding chairs for YSD outreach set up s	05/03/22	AMZN MKTP US	\$159.99
JACKSON	CARLA	Food for YSD Newcomers Group meetir	05/06/22	DOMINO'S 4328	\$152.26
JACKSON	CARLA	YSD staff jackets for outreach and comr	09/28/22	FORMOST ADVANCED CREAT	\$152.20
JACKSON	CARLA	Beat the Street outreach bags purchase	07/25/22	AMZN MKTP US	\$150.94
JACKSON	CARLA	PCAST group outing	06/28/22	FSP*ADVENTURE PARK AT	\$150.00
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	06/10/22	EL POLLO SABROSO 2	\$145.00
JACKSON	CARLA	PCAST items needed for holiday gatheri	12/31/21	WALMART.COM 8009666546	\$137.33
JACKSON	CARLA	Office supplies	06/02/22	STANDARD OFFICE SUPPLY	\$130.65
JACKSON	CARLA	Folding table for YSD outreach set up st	05/04/22	AMZN MKTP US	\$127.60
JACKSON	CARLA	Generator for YSD homeless event	08/18/22	QR-CODE-GENERATOR.COM	\$127.07
JACKSON	CARLA	Office supplies	09/22/22	AMAZON.COM*1M7XO92L2	\$124.04
JACKSON	CARLA	Sewing classes for YSD youth Ashley Avi	05/05/22	SAWYER* CREATIVEYOUTH	\$123.75
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	05/20/22	EL POLLO SABROSO 2	\$123.32
JACKSON	CARLA	Supplies needed for YSD Parent Group \	01/12/22	AMZN MKTP US	\$122.43
JACKSON	CARLA	Purchased business cards for YSD Kasse	07/26/22	FORMOST ADVANCED CREAT	\$120.00
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	06/17/22	DOMINO'S 4328	\$115.61
JACKSON	CARLA	Books for YSD RISE Program	06/02/22	AMAZON.COM*E17ZN2773	\$113.99
JACKSON	CARLA	Lorena Sorto youth bedding needs	06/16/22	AMZN MKTP US	\$112.87
JACKSON	CARLA	Nia Rainey Client bedding needs	09/15/22	AMAZON.COM*1M7RQ80M1	\$107.00
JACKSON	CARLA	Andre Harrison youth shoes	10/22/21	FOOT LOCKER	\$106.00
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	06/03/22	DOMINO'S 4328	\$105.61
JACKSON	CARLA	Lorena Sorto client uniforms	09/12/22	COG ACQUISITIONS LLC -	\$99.99
JACKSON	CARLA	PASS supplies books and manuals for tr:	01/13/22	FAMILY DEVELOPMENT RES	\$97.40
JACKSON	CARLA	Office supplies	08/05/22	STANDARD OFFICE SUPPLY	\$96.98
JACKSON	CARLA	Office supplies	08/05/22	STANDARD OFFICE SUPPLY	\$94.16
JACKSON	CARLA	Office supplies	12/23/21	STANDARD OFFICE SUPPLY	\$94.05
JACKSON	CARLA	Yolanda Pearson client needs	10/26/21	AMZN MKTP US	\$92.90
JACKSON	CARLA	Supplies for YSD PCAST youth event	08/08/22	AMZN MKTP US	\$82.88
JACKSON	CARLA	Jakelyn Castillo client uniforms	09/13/22	AMZN MKTP US	\$82.62
JACKSON	CARLA	Backpacks purchased for YSD youth eve	09/01/22	AMZN MKTP US	\$79.98
JACKSON	CARLA	Outreach cards for YSD homeless event	08/26/22	WWW.RUSHHOURPRINTING.C	\$79.50
JACKSON	CARLA	YSD Listening group supplies	10/28/21	TARGET.COM	\$79.01
JACKSON	CARLA	Office supplies	06/30/22	STANDARD OFFICE SUPPLY	\$77.97
JACKSON	CARLA	Office supplies	03/24/22	STANDARD OFFICE SUPPLY	\$73.17
JACKSON	CARLA	Wuyah Gbondo printer supplies needec	10/26/21	APPLE.COM/US	\$73.14
JACKSON	CARLA	YSD Parent group wellness and educatic	03/09/22	PAYPAL	\$68.87
JACKSON	CARLA	Office supplies	06/13/22	STANDARD OFFICE SUPPLY	\$65.99
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	05/27/22	DOMINO'S 4328	\$65.19
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	04/22/22	DOMINO'S 4328	\$65.10

JACKSON	CARLA	Vision boards for Parent Group	01/12/22	AMZN MKTP US	\$60.97
JACKSON	CARLA	Office supplies	03/21/22	STANDARD OFFICE SUPPLY	\$60.48
JACKSON	CARLA	Nia Rainey client bedding needs	09/12/22	AMAZON.COM*1F59T1U71 A	\$59.10
JACKSON	CARLA	Office supplies power strips for multi el	09/20/22	AMZN MKTP US	\$57.88
JACKSON	CARLA	Newcomers supplies needed for group :	06/24/22	AMAZON.COM*J03VB3X63 A	\$51.25
JACKSON	CARLA	Food for YSD Newcomers Group Meetir	05/13/22	DOMINO'S 4328	\$51.20
JACKSON	CARLA	Food for Newcomers Group	04/01/22	DOMINO'S 4328	\$50.21
JACKSON	CARLA	YSD Listening group supplies	10/29/21	TARGET.COM	\$44.19
JACKSON	CARLA	Supplies for gift card lock box when trav	11/05/21	AMZN MKTP US	\$43.59
JACKSON	CARLA	Quyen docking station YSD	09/12/22	AMZN MKTP US	\$38.99
JACKSON	CARLA	Office supplies	09/05/22	STANDARD OFFICE SUPPLY	\$37.13
JACKSON	CARLA	Wuyah Gbondo printer supplies needec	10/27/21	APPLE.COM/US	\$31.75
JACKSON	CARLA	Ellis Hartridge client needs 5 youth jour	10/28/21	WALMART.COM AA	\$31.64
JACKSON	CARLA	YSD Listening group supplies	10/29/21	TARGET.COM	\$29.98
JACKSON	CARLA	Nia Rainey surface pro charger	06/08/22	AMZN MKTP US	\$28.87
JACKSON	CARLA	Destiny whitehead client needs	12/09/21	AMZN MKTP US	\$27.98
JACKSON	CARLA	Yolanda Pearson client needs	10/27/21	AMZN MKTP US	\$27.33
JACKSON	CARLA	Ellis Hartridge surface pro adapter supp	11/02/21	AMZN MKTP US	\$24.99
JACKSON	CARLA	Parent group items purchased	01/17/22	AMAZON.COM*EF2H099U3 A	\$24.36
JACKSON	CARLA	Office supplies	08/11/22	STANDARD OFFICE SUPPLY	\$22.84
JACKSON	CARLA	PCAST supplies needed for group sessio	06/27/22	AMZN MKTP US	\$21.79
JACKSON	CARLA	Youth items needed for uplifting	12/27/21	AMZN MKTP US	\$19.99
JACKSON	CARLA	Yolanda Pearson client needs	10/27/21	AMZN MKTP US	\$19.99
JACKSON	CARLA	Office supplies	09/19/22	STANDARD OFFICE SUPPLY	\$19.76
JACKSON	CARLA	YSD Parent group miscellaneous items	11/02/21	AMAZON.COM*D86AL9843 A	\$19.58
JACKSON	CARLA	Destiny whitehead client needs	12/09/21	AMZN MKTP US	\$18.97
JACKSON	CARLA	Parent group items purchased	01/18/22	AMAZON.COM*QV0493IS3 A	\$18.96
JACKSON	CARLA	Office supplies	06/09/22	AMZN MKTP US	\$17.98
JACKSON	CARLA	Office supplies	06/09/22	AMZN MKTP US	\$15.97
JACKSON	CARLA	YSD Listening group supplies	10/29/21	TARGET.COM	\$15.62
JACKSON	CARLA	youth inspiration book therapuetic reas	01/03/22	AMAZON.COM*C19GM54V3 A	\$14.99
JACKSON	CARLA	PCAST supplies needed for group sessio	06/23/22	AMZN MKTP US	\$13.48
JACKSON	CARLA	Office supplies	12/20/21	AMZN MKTP US	\$12.95
JACKSON	CARLA	YSD Listening group supplies	10/29/21	TARGET.COM	\$12.89
JACKSON	CARLA	Printer supplies needed	10/26/21	APPLE.COM/US	\$9.54
JACKSON	CARLA	YSD Listening group supplies	10/29/21	TARGET.COM	\$9.37
JACKSON	CARLA	Office supplies	10/28/21	STANDARD OFFICE SUPPLY	\$6.92
JACKSON	CARLA	YSD Listening group supplies	10/28/21	TARGET.COM	\$1.48
KING	JALINCIA	Amazon Office supplies / File folders	11/15/21	AMAZON.COM*EO1BN6303 A	\$1,011.20
KING	JALINCIA	Key Replacement / Furniture Repair Ser	11/05/21	MOI INC	\$437.00
KING	JALINCIA	Amazon Supply / Folding Picnic Table	11/04/21	AMZN MKTP US	\$399.99

KING	JALINCIA	Office supplies / Microsoft surface powe	11/04/21	PUBLIC PERFORMANCE MAN	\$317.35
KING	JALINCIA	Amazon Supply /Umbrella with base for	11/02/21	AMZN MKTP US	\$289.99
KING	JALINCIA	Office supplies / Pens, page flags, pre-in	11/10/21	STANDARD OFFICE SUPPLY	\$163.53
KING	JALINCIA	Amazon Supply / Folding Portable Table	11/09/21	AMZN MKTP US	\$60.86
LAYTON	DONNA	Office supplies	09/16/22	STANDARD OFFICE SUPPLY	\$1,945.91
LAYTON	DONNA	Office Supplies	12/15/21	METROPOLITAN OFFICE	\$1,518.84
LAYTON	DONNA	Local Training	06/17/22	NASW ONLINE	\$699.00
LAYTON	DONNA	Local Training	05/24/22	NASW ONLINE	\$699.00
LAYTON	DONNA	Office supplies	09/23/22	STANDARD OFFICE SUPPLY	\$681.52
LAYTON	DONNA	Office supplies	09/23/22	STANDARD OFFICE SUPPLY	\$452.46
LAYTON	DONNA	Local Training	01/06/22	CE YOU LLC	\$299.99
LAYTON	DONNA	Local Training	06/16/22	CE YOU LLC	\$299.00
LAYTON	DONNA	Local Training	06/16/22	CE YOU LLC	\$299.00
LAYTON	DONNA	Cable	09/19/22	COMCAST	\$126.91
LAYTON	DONNA	Cable	08/15/22	COMCAST	\$126.91
LAYTON	DONNA	Cable	07/18/22	COMCAST	\$126.90
LAYTON	DONNA	Cable	05/24/22	COMCAST	\$126.90
LAYTON	DONNA	Cable	04/19/22	COMCAST	\$126.90
LAYTON	DONNA	Cable	03/22/22	COMCAST	\$126.90
LAYTON	DONNA	Cable	02/24/22	COMCAST	\$126.90
LAYTON	DONNA	Cable	06/28/22	COMCAST	\$125.79
LAYTON	DONNA	Cable	10/18/21	COMCAST	\$123.49
LAYTON	DONNA	Cable	12/28/21	COMCAST	\$123.49
LAYTON	DONNA	Cable	11/26/21	COMCAST	\$123.49
LAYTON	DONNA	Cable	01/25/22	COMCAST	\$121.10
LAYTON	DONNA	Office supplies	04/25/22	STANDARD OFFICE SUPPLY	\$117.22
LAYTON	DONNA	Office supplies	09/28/22	STANDARD OFFICE SUPPLY	\$51.55
MOORE	AIRKA	Office Supplies	9/5/2022	STANDARD OFFICE SUPPLY	\$3,287.68
MOORE	AIRKA	Office Supplies	11/8/2021	STANDARD OFFICE SUPPLY	\$2,843.30
MOORE	AIRKA	Accountant Training	12/15/2021	RADFORD UNIVERSITY	\$2,800.00
MOORE	AIRKA	HSFO Conference Airfare	6/10/2022	EMBASSY SUITES DWNTWN	\$1,401.55
MOORE	AIRKA	HSFO Conference Lodging	6/20/2022	SHERATON GUNTER SAN AN	\$1,232.92
MOORE	AIRKA	Subscription Services for SNAP & TANF	10/15/2021	LEXISNEXIS RISK MNGMT	\$1,203.80
MOORE	AIRKA	HSFO Conference Airfare	6/10/2022	FAIRMONT AUSTIN	\$1,172.28
MOORE	AIRKA	HSFO Conference Lodging	6/20/2022	SHERATON GUNTER SAN AN	\$1,056.79
MOORE	AIRKA	HSFO Conference Lodging	6/20/2022	SHERATON GUNTER SAN AN	\$1,056.79
MOORE	AIRKA	HSFO Conference Lodging	6/20/2022	SHERATON GUNTER SAN AN	\$1,056.79
MOORE	AIRKA	HSFO Conference Lodging	6/20/2022	SHERATON GUNTER SAN AN	\$1,056.79
MOORE	AIRKA	HSFO Conference Lodging	6/20/2022	SHERATON GUNTER SAN AN	\$1,056.79
MOORE	AIRKA	Office Supplies	12/9/2021	STANDARD OFFICE SUPPLY	\$1,026.48
MOORE	AIRKA	Office Supplies	10/22/2021	STANDARD OFFICE SUPPLY	\$852.97

MOORE	AIRKA	GFOA Conference Registration- charges	5/11/2022	SOUTHWEST	\$732.96
MOORE	AIRKA	GFOA Conference Registration- charges	5/11/2022	SOUTHWEST	\$732.96
MOORE	AIRKA	HSFO Annual Conference Registration	6/24/2022	NATIONAL ASSOCIATION O	\$700.00
MOORE	AIRKA	HSFO Annual Conference Registration	6/24/2022	NATIONAL ASSOCIATION O	\$700.00
MOORE	AIRKA	HSFO Annual Conference Registration	6/24/2022	NATIONAL ASSOCIATION O	\$700.00
MOORE	AIRKA	HSFO Annual Conference Registration	6/24/2022	NATIONAL ASSOCIATION O	\$700.00
MOORE	AIRKA	HSFO Annual Conference Registration	6/24/2022	NATIONAL ASSOCIATION O	\$700.00
MOORE	AIRKA	HSFO Annual Conference Registration	6/24/2022	NATIONAL ASSOCIATION O	\$700.00
MOORE	AIRKA	HSFO Conference Airfare	6/17/2022	SOUTHWEST	\$551.95
MOORE	AIRKA	HSFO Conference Airfare	6/17/2022	SOUTHWEST	\$500.97
MOORE	AIRKA	Office Supplies	4/13/2022	STANDARD OFFICE SUPPLY	\$480.00
MOORE	AIRKA	Office Supplies	12/10/2021	STANDARD OFFICE SUPPLY	\$470.92
MOORE	AIRKA	HSFO Conference Airfare	6/17/2022	SOUTHWEST	\$454.46
MOORE	AIRKA	Postage Machine Supplies & Services	9/29/2022	PITNEY BOWES PI	\$421.20
MOORE	AIRKA	Postage Machine Supplies & Services	6/9/2022	PITNEY BOWES PI	\$421.20
MOORE	AIRKA	Postage Machine Supplies & Services	1/12/2022	PITNEY BOWES PI	\$421.20
MOORE	AIRKA	GFOA Conference Registration	12/16/2021	GOVERNMENT FINANCE OFF	\$336.00
MOORE	AIRKA	Postage Machine Supplies & Services	12/9/2021	PITNEY BOWES PI	\$281.97
MOORE	AIRKA	Postage Machine Supplies & Services	6/9/2022	PITNEY BOWES PI	\$126.36
MOORE	AIRKA	Postage Machine Supplies & Services	1/12/2022	PITNEY BOWES PI	\$126.36
MOORE	AIRKA	Office Supplies	11/24/2021	STANDARD OFFICE SUPPLY	\$79.55
MOORE	AIRKA	Office Supplies	9/12/2022	STANDARD OFFICE SUPPLY	\$68.56
PARKER	JESSICA	DMV ID Vouchers, Business Cards, and I	08/26/22	QUALITY PRINTERS QPS	\$4,612.50
PARKER	JESSICA	Office supplies	08/12/22	METROPOLITAN OFFICE	\$2,405.52
PARKER	JESSICA	DMV ID Vouchers	03/21/22	QUALITY PRINTERS QPS	\$2,195.00
PARKER	JESSICA	Office supplies	05/23/22	STANDARD OFFICE SUPPLY	\$1,789.50
PARKER	JESSICA	Office supplies	12/31/21	STANDARD OFFICE SUPPLY	\$1,745.10
PARKER	JESSICA	National Association of Social Workers (06/20/22	NASW	\$1,596.50
PARKER	JESSICA	Office supplies	12/09/21	METROPOLITAN OFFICE	\$1,565.35
PARKER	JESSICA	Office supplies	04/06/22	METROPOLITAN OFFICE	\$1,496.53
PARKER	JESSICA	Office supplies	12/24/21	STANDARD OFFICE SUPPLY	\$1,291.67
PARKER	JESSICA	Cable	08/09/22	COMCAST	\$1,172.96
PARKER	JESSICA	Cable	07/27/22	COMCAST	\$1,168.00
PARKER	JESSICA	Cable	02/11/22	COMCAST	\$1,147.77
PARKER	JESSICA	Cable	10/26/21	COMCAST	\$1,116.42
PARKER	JESSICA	Cable	10/28/21	COMCAST	\$1,116.41
PARKER	JESSICA	Office supplies	05/19/22	METROPOLITAN OFFICE	\$1,112.70
PARKER	JESSICA	Office supplies	08/18/22	METROPOLITAN OFFICE	\$872.26
PARKER	JESSICA	Cable	11/08/21	COMCAST	\$855.38
PARKER	JESSICA	Business Cards	06/15/22	QUALITY PRINTERS QPS	\$775.00
PARKER	JESSICA	Cable	12/22/21	COMCAST	\$726.90

PARKER	JESSICA	Cable	12/22/21	COMCAST	\$700.05
PARKER	JESSICA	Office supplies	12/30/21	METROPOLITAN OFFICE	\$630.20
PARKER	JESSICA	Cable	08/09/22	COMCAST	\$615.18
PARKER	JESSICA	Cable	05/17/22	COMCAST	\$609.23
PARKER	JESSICA	Cable	02/15/22	COMCAST	\$609.23
PARKER	JESSICA	Cable	03/31/22	COMCAST	\$601.91
PARKER	JESSICA	Cable	05/17/22	COMCAST	\$585.91
PARKER	JESSICA	Software Scheduling for Project Reconn	01/28/22	ACUITYSCHEULING.COM	\$572.40
PARKER	JESSICA	Office supplies	11/24/21	METROPOLITAN OFFICE	\$524.12
PARKER	JESSICA	Office supplies	06/08/22	STANDARD OFFICE SUPPLY	\$447.17
PARKER	JESSICA	Office supplies	04/06/22	METROPOLITAN OFFICE	\$419.00
PARKER	JESSICA	Office supplies	01/31/22	STANDARD OFFICE SUPPLY	\$385.50
PARKER	JESSICA	Cable	07/27/22	COMCAST	\$301.64
PARKER	JESSICA	Cable	03/22/22	COMCAST	\$301.64
PARKER	JESSICA	Office supplies	06/13/22	STANDARD OFFICE SUPPLY	\$230.00
PARKER	JESSICA	Uniforms for DHS HOUSE Outreach Tea	01/24/22	JIMMIE MUSCATELLO'S GQ	\$108.66
PARKER	JESSICA	Internet Protection Software for Adams	08/24/22	NETNANNY- 484-856-2789	\$89.99
PRICE	CARLOUS	Office supplies	08/16/22	JACOBS GARDNER SUPPLY	\$2,601.92
PRICE	CARLOUS	Billing & Coding Exam for customer	05/13/22	AAPC	\$539.00
PRICE	CARLOUS	Uniforms for ESA customer	08/29/22	WGD	\$231.85
PRICE	CARLOUS	Uniforms for ESA customer	08/31/22	WGD	\$230.45
PRICE	CARLOUS	Metro Fare Cards for Clients	05/11/22	METRO FARE AUTOLOAD	\$56.00
PRICE	CARLOUS	Vital Records	09/01/22	ONLINE VITAL FORM	\$54.00
PRICE	CARLOUS	Metro Fare Cards for Clients	03/07/22	METRO FARE AUTOLOAD	\$40.00
PRICE	CARLOUS	Metro Fare Cards for ESA Clients	08/17/22	METRO FARE AUTOLOAD	\$20.00
RANDALL	BRIANNA	DHS Emergency Response Team Trainin	10/15/21	PAYPAL	\$2,000.00
RANDALL	BRIANNA	Replacement of (3) OPRMI Office Door I	11/19/21	WHITE FLINT SAFE COMPA	\$1,037.90
RANDALL	BRIANNA	Professional Development Support - Le	02/28/22	PUBLIC PERFORMANCE MAN	\$821.10
RANDALL	BRIANNA	Conference Registration Fee	07/15/22	APHA	\$775.00
RANDALL	BRIANNA	Admin Support - Building Key Fobs For	05/20/22	DATAWATCH SYSTEMS INC	\$694.00
RANDALL	BRIANNA	Airfare for conference	09/19/22	AMERICAN AIRLINES	\$586.70
RANDALL	BRIANNA	Conference Hotel	08/08/22	OMNI HOUSTON ONLINE SR	\$582.40
RANDALL	BRIANNA	Conference Hotel	08/08/22	OMNI HOUSTON ONLINE SR	\$582.40
RANDALL	BRIANNA	Conference Hotel	08/08/22	OMNI HOUSTON ONLINE SR	\$582.40
RANDALL	BRIANNA	Conference Hotel	08/08/22	OMNI HOUSTON ONLINE SR	\$582.40
RANDALL	BRIANNA	Airfare for conference	09/15/22	AMERICAN AIRLINES	\$554.20
RANDALL	BRIANNA	Airfare for conference	09/12/22	AMERICAN AIRLINES	\$504.20
RANDALL	BRIANNA	Conference Hotel	08/11/22	MARRIOTT SAVANNAH RIVE	\$424.80
RANDALL	BRIANNA	Conference Hotel	08/11/22	MARRIOTT SAVANNAH RIVE	\$424.80
RANDALL	BRIANNA	Conference Hotel	08/11/22	MARRIOTT SAVANNAH RIVE	\$424.80
RANDALL	BRIANNA	Conference Hotel	08/11/22	MARRIOTT SAVANNAH RIVE	\$424.80

RANDALL	BRIANNA	Conference Hotel	08/11/22	MARRIOTT SAVANNAH RIVE	\$424.80
RANDALL	BRIANNA	Airfare for Conference	08/08/22	UNITED AIRLINES	\$384.60
RANDALL	BRIANNA	Registration for Christi Dorsey - SCCE's I	10/14/21	SCCE/HCCA	\$379.00
RANDALL	BRIANNA	Conference Registration Fee	08/30/22	UNITED COUNCIL ON WELF	\$325.00
RANDALL	BRIANNA	Airfare for Conference	08/08/22	AMERICAN AIRLINES	\$259.60
RANDALL	BRIANNA	Investigation Data Service	10/05/21	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	09/05/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	08/03/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	07/05/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	06/03/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	05/04/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	04/05/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	03/03/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	02/03/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	01/06/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	12/03/21	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	11/03/21	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Retreat Lunch for staff (Food Waiver Ok	04/01/22	LA PRIMA FOOD GROUP IN	\$193.20
RANDALL	BRIANNA	Investigation Data Service	01/11/22	TRACERS INFORMATION	\$166.75
RANDALL	BRIANNA	Moving Boxes For Office Move from 64!	10/21/21	ULINE	\$163.92
RANDALL	BRIANNA	Investigation Data Service	02/14/22	TRACERS INFORMATION	\$160.00
RANDALL	BRIANNA	Retreat Lunch for staff (Food Waiver Ok	04/01/22	LA PRIMA FOOD GROUP IN	\$149.85
RANDALL	BRIANNA	Grammarly Software Service	11/23/21	GRAMMARLY COERONGZI	\$144.00
RANDALL	BRIANNA	Investigation Data Service	04/12/22	TRACERS INFORMATION	\$134.50
RANDALL	BRIANNA	Investigation Data Service	03/11/22	TRACERS INFORMATION	\$134.00
RANDALL	BRIANNA	Investigation Data Service	07/12/22	TRACERS INFORMATION	\$133.50
RANDALL	BRIANNA	Investigation Data Service	05/10/22	TRACERS INFORMATION	\$128.00
RANDALL	BRIANNA	Investigation Data Service	10/12/21	TRACERS INFORMATION	\$126.50
RANDALL	BRIANNA	Investigation Data Service	09/09/22	TRACERS INFORMATION	\$122.25
RANDALL	BRIANNA	Investigation Data Service	12/09/21	TRACERS INFORMATION	\$116.00
RANDALL	BRIANNA	Investigation Data Service	11/09/21	TRACERS INFORMATION	\$113.00
RANDALL	BRIANNA	Airfare for conference	09/30/22	AMERICAN AIRLINES	\$112.50
RANDALL	BRIANNA	Investigation Data Service	08/03/22	TRACERS INFORMATION	\$97.00
RANDALL	BRIANNA	Investigation Data Service	06/02/22	TRACERS INFORMATION	\$92.50
RANDALL	BRIANNA	Postage Fee	09/30/22	PITNEY BOWES PI	\$90.00
RANDALL	BRIANNA	Postage Fee	09/30/22	PITNEY BOWES PI	\$90.00
RANDALL	BRIANNA	Postage Fee	05/02/22	PITNEY BOWES PI	\$90.00
RANDALL	BRIANNA	Postage Fee	05/02/22	PITNEY BOWES PI	\$90.00
RANDALL	BRIANNA	Postage Fee	11/15/21	PITNEY BOWES PI	\$90.00
RANDALL	BRIANNA	Admin Support - Laptop Cooling Pads	02/09/22	PUBLIC PERFORMANCE MAN	\$45.40
RANDALL	BRIANNA	Conference Registration Fee	07/08/22	UNITED COUNCIL ON WELF	\$35.00

RANDALL	BRIANNA	Workstation Key Replacements	12/22/21	EASYKEYSCOM INC	\$17.80
RANDALL	BRIANNA	Airfare for Conference	08/05/22	EXPEDIA 72360867106676	\$5.72
SHEPARD	GEORGE	Office Supplies	08/30/22	FORMOST ADVANCED CREAT	\$9,985.20
SHEPARD	GEORGE	Hypothermia Media	08/31/22	FORMOST ADVANCED CREAT	\$9,828.00
SHEPARD	GEORGE	Office Supplies	09/23/22	STANDARD OFFICE SUPPLY	\$7,970.11
SHEPARD	GEORGE	Supplies for a Service Center Project	09/30/22	CAPITAL PROG X LLC	\$7,500.00
SHEPARD	GEORGE	Client Services	05/16/22	CORELOGICPAYMENTS	\$4,641.05
SHEPARD	GEORGE	Client Services	06/24/22	CORELOGICPAYMENTS	\$4,449.45
SHEPARD	GEORGE	Client Services	03/30/22	CORELOGICPAYMENTS	\$4,279.13
SHEPARD	GEORGE	Conf fees	06/15/22	NASW	\$4,016.25
SHEPARD	GEORGE	Client Services	09/02/22	IN *BATTLE'S TRANSPORT	\$3,446.56
SHEPARD	GEORGE	Management Training	08/10/22	PAYPAL	\$3,429.59
SHEPARD	GEORGE	Client Services	10/25/21	CORELOGICPAYMENTS	\$3,384.99
SHEPARD	GEORGE	Client Services	09/16/22	CORELOGICPAYMENTS	\$3,363.70
SHEPARD	GEORGE	Shelter Security	08/08/22	DATAWATCH SYSTEMS INC	\$3,269.40
SHEPARD	GEORGE	Program Software	07/25/22	HOOTSUITE MEDIA INC.	\$2,998.50
SHEPARD	GEORGE	Office Supplies	06/15/22	PUBLIC PERFORMANCE MAN	\$2,926.50
SHEPARD	GEORGE	Client Services	11/26/21	CORELOGICPAYMENTS	\$2,703.73
SHEPARD	GEORGE	Contractor Services	09/30/22	CAPITAL PROG X LLC	\$2,500.00
SHEPARD	GEORGE	Client Services	07/19/22	CORELOGICPAYMENTS	\$2,490.84
SHEPARD	GEORGE	Client Services	02/11/22	CORELOGICPAYMENTS	\$2,384.39
SHEPARD	GEORGE	Office Supplies	02/23/22	AMZN MKTP US	\$2,356.60
SHEPARD	GEORGE	Office Supplies	09/12/22	STAPLES DIRECT	\$2,073.91
SHEPARD	GEORGE	Hypothermia Media	09/02/22	OUTFRONT MEDIA	\$1,900.00
SHEPARD	GEORGE	Training	04/05/22	PROJECT MANAGEMENT EXC	\$1,899.00
SHEPARD	GEORGE	Client Supplies	09/12/22	THE WEBSTAUANT STORE	\$1,877.19
SHEPARD	GEORGE	Program Supplies	01/26/22	THE WEBSTAUANT STORE	\$1,489.24
SHEPARD	GEORGE	Client Services	08/19/22	CORELOGICPAYMENTS	\$1,468.95
SHEPARD	GEORGE	Conference Accomodations	06/06/22	W AUSTIN DINE	\$1,380.60
SHEPARD	GEORGE	Client Services	09/16/22	CATHOLIC CHARITIES	\$1,359.46
SHEPARD	GEORGE	Office Supplies	07/14/22	PUBLIC PERFORMANCE MAN	\$1,339.80
SHEPARD	GEORGE	Client Services	07/21/22	CATHOLIC CHARITIES	\$1,290.63
SHEPARD	GEORGE	Program Software	01/14/22	CODECADEMY	\$1,272.00
SHEPARD	GEORGE	Program Supplies	03/18/22	JIM COLEMAN LTD #3	\$1,269.35
SHEPARD	GEORGE	Office Supplies	01/31/22	STAPLES DIRECT	\$1,200.24
SHEPARD	GEORGE	Shelter Equipment	04/20/22	RAPISCAN SECURITY PRODUCTS, INC.	\$1,200.00
SHEPARD	GEORGE	Office Supplies	02/24/22	AMZN MKTP US	\$1,199.97
SHEPARD	GEORGE	Office Supplies	06/06/22	AMZN MKTP US	\$1,068.88
SHEPARD	GEORGE	Hypothermia Media	10/29/21	FORMOST ADVANCED CRE	\$1,036.00
SHEPARD	GEORGE	Hypothermia Media	11/05/21	FORMOST ADVANCED CRE	\$1,003.00
SHEPARD	GEORGE	Conference Accomodations	06/13/22	WESTIN	\$1,002.12

SHEPARD	GEORGE	Conference Accomodations	05/30/22 WESTIN	\$996.00
SHEPARD	GEORGE	Client Supplies	08/29/22 THE WEBSTAURANT STORE	\$952.91
SHEPARD	GEORGE	Office Supplies	11/22/21 AMZN MKTP US	\$852.24
SHEPARD	GEORGE	Travel to Professional Conference	04/11/22 SOUTHWEST	\$846.95
SHEPARD	GEORGE	Hypothermia Media	11/01/21 MINUTEMAN PRESS WASHIN	\$840.00
SHEPARD	GEORGE	Shelter Security	10/29/21 COMCAST	\$770.92
SHEPARD	GEORGE	Office Supplies	10/21/21 STAPLES DIRECT	\$769.39
SHEPARD	GEORGE	Wifi for Shelter Security	09/02/22 COMCAST	\$768.15
SHEPARD	GEORGE	Wifi for Shelter Security	07/05/22 COMCAST	\$768.15
SHEPARD	GEORGE	Wifi for Shelter Security	05/04/22 COMCAST	\$768.15
SHEPARD	GEORGE	Wifi for Shelter Security	03/07/22 COMCAST	\$768.15
SHEPARD	GEORGE	Shelter Security	01/05/22 COMCAST	\$766.56
SHEPARD	GEORGE	Conference Fee	05/03/22 NAEH	\$725.00
SHEPARD	GEORGE	Travel to Professional Conference	04/14/22 SOUTHWEST	\$648.95
SHEPARD	GEORGE	Office Supplies	04/18/22 AMZN MKTP US	\$604.91
SHEPARD	GEORGE	Program Software	12/13/21 ACUITYSCHEDULING.COM	\$572.40
SHEPARD	GEORGE	Client Service Software	09/02/22 SQUARESPACE INC.	\$540.00
SHEPARD	GEORGE	Shelter Equipment	10/28/21 RAPISCAN SECURITY PRODUCTS, INC.	\$500.00
SHEPARD	GEORGE	Client Services	08/01/22 DAYS INNS/DAYSTOP	\$440.00
SHEPARD	GEORGE	Conference Fee	05/12/22 GOVERNMENT FINANCE OFF	\$370.00
SHEPARD	GEORGE	Conference Fee	04/21/22 GOVERNMENT FINANCE OFF	\$370.00
SHEPARD	GEORGE	Conference Fee	04/21/22 GOVERNMENT FINANCE OFF	\$370.00
SHEPARD	GEORGE	Office Supplies	04/14/22 AMZN MKTP US	\$369.90
SHEPARD	GEORGE	Shelter Security	04/04/22 RAPISCAN SECURITY PRODUCTS, INC.	\$360.00
SHEPARD	GEORGE	Office Supplies	01/07/22 AMAZON.COM*0V1A43ZB3 A	\$290.78
SHEPARD	GEORGE	Printing for Client Information	01/20/22 MINUTEMAN PRESS WASHIN	\$280.00
SHEPARD	GEORGE	Office Supplies	09/06/22 AMAZON.COM*1V6K60E42	\$274.95
SHEPARD	GEORGE	Office Supplies	03/17/22 AMAZON.COM*1Z5U05M82	\$274.16
SHEPARD	GEORGE	Office Supplies	12/20/21 AMZN MKTP US	\$242.80
SHEPARD	GEORGE	Office Supplies	07/28/22 AMZN MKTP US	\$220.68
SHEPARD	GEORGE	Office Supplies	08/15/22 AMAZON.COM*3P5QT2R13 A	\$215.84
SHEPARD	GEORGE	Office Supplies	10/04/21 AMAZON.COM*2C76M25Y2	\$208.70
SHEPARD	GEORGE	Office Supplies	04/27/22 AMZN MKTP US	\$199.95
SHEPARD	GEORGE	Client Services	09/28/22 ANDEAN CONSULTING SOLU	\$199.24
SHEPARD	GEORGE	Office Supplies	04/14/22 AMZN MKTP US	\$192.45
SHEPARD	GEORGE	Printing for Client Information	07/12/22 MINUTEMAN PRESS WASHIN	\$150.00
SHEPARD	GEORGE	Professional Membership	12/01/21 INSTITUTE FOR INTERNAL	\$150.00
SHEPARD	GEORGE	Office Supplies	05/30/22 AMZN MKTP US	\$149.75
SHEPARD	GEORGE	Client Services	09/13/22 GREYHOUND LINES CNP	\$140.97
SHEPARD	GEORGE	Office Supplies	06/13/22 AMAZON.COM*0Y20U4O33	\$135.54
SHEPARD	GEORGE	Office Supplies	12/22/21 AMZN MKTP US	\$134.17

SHEPARD	GEORGE	Office Supplies	06/16/22	AMZN MKTP US	\$123.47
SHEPARD	GEORGE	Office Supplies	07/14/22	AMZN MKTP US	\$119.99
SHEPARD	GEORGE	Office Supplies	05/12/22	AMZN MKTP US	\$119.25
SHEPARD	GEORGE	Office Supplies	03/10/22	AMZN MKTP US	\$115.96
SHEPARD	GEORGE	Office Supplies	06/15/22	STAPLES DIRECT	\$114.97
SHEPARD	GEORGE	Office Supplies	08/18/22	STAPLES DIRECT	\$104.48
SHEPARD	GEORGE	Office Supplies	08/29/22	AMZN MKTP US	\$101.99
SHEPARD	GEORGE	Office Supplies	07/07/22	AMZN MKTP US	\$91.82
SHEPARD	GEORGE	Office Supplies	05/18/22	STAPLES DIRECT	\$86.26
SHEPARD	GEORGE	Printing for Client Information	02/14/22	MINUTEMAN PRESS WASHIN	\$84.00
SHEPARD	GEORGE	Signage	12/01/21	FORMOST ADVANCED CREAT	\$73.00
SHEPARD	GEORGE	Office Supplies	03/01/22	AMZN MKTP US	\$69.90
SHEPARD	GEORGE	Office Supplies	03/04/22	STAPLES DIRECT	\$68.27
SHEPARD	GEORGE	Office Supplies	12/13/21	AMZN MKTP US	\$67.30
SHEPARD	GEORGE	Office Supplies	02/14/22	AMZN MKTP US	\$59.99
SHEPARD	GEORGE	Office Supplies	04/15/22	AMZN MKTP US	\$55.90
SHEPARD	GEORGE	Client Housing Assistance	03/09/22	PAYPAL	\$55.00
SHEPARD	GEORGE	Client Housing Assistance	03/02/22	PAYPAL	\$50.00
SHEPARD	GEORGE	Client Housing Assistance	03/02/22	PAYPAL	\$50.00
SHEPARD	GEORGE	Office Supplies	11/22/21	AMZN MKTP US	\$47.58
SHEPARD	GEORGE	Office Supplies	04/28/22	AMAZON.COM*106U36RD0 A	\$46.50
SHEPARD	GEORGE	Office Supplies	07/14/22	STAPLES DIRECT	\$45.49
SHEPARD	GEORGE	Office Supplies	12/02/21	STAPLES DIRECT	\$43.36
SHEPARD	GEORGE	Office Supplies	02/15/22	AMZN MKTP US	\$41.32
SHEPARD	GEORGE	Office Supplies	06/17/22	AMAZON.COM*7U8UL84H3	\$37.98
SHEPARD	GEORGE	Office Supplies	05/06/22	AMZN MKTP US	\$34.98
SHEPARD	GEORGE	Office Supplies	07/01/22	AMZN MKTP US	\$33.98
SHEPARD	GEORGE	Office Supplies	06/13/22	AMZN MKTP US	\$33.96
SHEPARD	GEORGE	Office Supplies	06/13/22	AMAZON.COM*JQ9787E73	\$31.59
SHEPARD	GEORGE	Office Supplies	01/31/22	AMAZON.COM*3O1JY11R3	\$24.61
SHEPARD	GEORGE	Office Supplies	07/26/22	AMZN MKTP US	\$22.98
SHEPARD	GEORGE	Office Supplies	07/22/22	AMZN MKTP US	\$22.98
SHEPARD	GEORGE	Office Supplies	09/30/22	AMZN MKTP US	\$22.58
SHEPARD	GEORGE	Office Supplies	10/25/21	AMAZON.COM*2Y6D10I51	\$13.98
SIBLEY	SCOTT	DONATED FUNDS - All staff return to wo	01/21/22	N & M DIVINE CUISINE &	\$1,200.00
SIBLEY	SCOTT	DONATED FUNDS - Multi-Shelter Town	07/04/22	PAYPAL	\$864.82
SIBLEY	SCOTT	DONATED FUNDS - Customer Service A	10/25/21	HERMANS BAKERY	\$743.10
SIBLEY	SCOTT	DONATED FUNDS - Home For Holidays F	06/10/22	PAYPAL	\$620.00
SIBLEY	SCOTT	DONATED FUNDS - Youth Services Retr	09/28/22	CHICK-FIL-A #03882	\$507.00
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	05/18/22	AMZN MKTP US	\$371.88
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	01/20/22	AMZN MKTP US	\$305.39

SIBLEY	SCOTT	DONATED FUNDS - AHFTH Team Succes	05/26/22 TST* SUCCOTASH - NATIO	\$254.00
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	01/20/22 AMZN MKTP US	\$218.10
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	02/14/22 WAL-MART #1893	\$200.00
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	05/13/22 AMZN MKTP US	\$189.99
SIBLEY	SCOTT	DONATED FUNDS - AHFTH volunteer lur	03/03/22 PIZZA BOLI'S	\$178.86
SIBLEY	SCOTT	DONATED FUNDS - Home For Holidays I	09/26/22 IN *CAPITAL GIFT BASKE	\$150.00
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	11/22/21 WAL-MART #5345	\$149.00
SIBLEY	SCOTT	DONATED FUNDS - 801 laundry & hygie	05/16/22 AMAZON.COM*1L7DS9TD2	\$102.26
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	02/14/22 TARGET 00010041	\$100.00
SIBLEY	SCOTT	DONATED FUNDS - Shipping for ESA nat	09/28/22 THE UPS STORE 5405	\$99.54
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	08/08/22 AMZN MKTP US	\$97.98
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	08/04/22 AMZN MKTP US	\$87.98
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	08/03/22 AMZN MKTP US	\$59.99
SIBLEY	SCOTT	DONATED FUNDS - AHFTH Unique Purcl	11/22/21 AMAZON.COM*5M1H078S3	\$44.59
SMART	ANETRIA	Office support	05/19/22 BLANKS/USA	\$4,928.66
SMART	ANETRIA	Office Supplies	09/28/22 TPW CONSULTANTS	\$4,825.02
SMART	ANETRIA	Supplies	08/19/22 IN *AD BOX PROMO AGENC	\$4,717.50
SMART	ANETRIA	Appliances for 645 H Street Service Cen	08/19/22 M & M APPLIANCE SALES	\$2,230.00
SMART	ANETRIA	Supplies	09/30/22 PROMO DIRECT	\$2,224.10
SMART	ANETRIA	Office Supplies	11/08/21 STAR OFFICE PRODUCTS	\$1,673.15
SMART	ANETRIA	Office Supplies	02/11/22 STAR OFFICE PRODUCTS	\$1,649.70
SMART	ANETRIA	Agency participation in the SNAP data n	02/18/22 HHS-PSC-SERVICE SUP	\$1,189.00
SMART	ANETRIA	Office Support	03/25/22 IN *MIDCOM DATA TECHNO	\$1,092.84
SMART	ANETRIA	Replacement of garbage disposals at 64	02/10/22 SQ *MJM CONTRACTING IN	\$750.00
SMART	ANETRIA	Office Supplies	05/25/22 TPW CONSULTANTS	\$659.00
SMART	ANETRIA	Office Supplies	03/07/22 CARD TECHNOLOGY CORPOR	\$596.68
SMART	ANETRIA	Mail Services	05/03/22 PITNEY BOWES PI	\$537.61
SMART	ANETRIA	Office Supplies	08/18/22 BLUEBAY OFFICE INC	\$530.00
SMART	ANETRIA	Mail Services	12/23/21 IMMEDIATE MAILING SERV	\$522.03
SMART	ANETRIA	Equipment Rental	01/17/22 PB LEASING	\$479.67
SMART	ANETRIA	Office Supplies	03/10/22 TPW CONSULTANTS	\$467.00
SMART	ANETRIA	Mail Services	09/23/22 PITNEY BOWES PI	\$435.01
SMART	ANETRIA	Office support	05/23/22 BLANKS/USA	\$433.20
SMART	ANETRIA	Office Supplies	05/20/22 BLUEBAY OFFICE INC	\$334.04
SMART	ANETRIA	Office Supplies	08/11/22 TPW CONSULTANTS	\$300.00
SMART	ANETRIA	Supplies	08/19/22 TPW CONSULTANTS	\$246.40
SMART	ANETRIA	Shipping Materials	12/03/21 ULINE	\$187.29
SMART	ANETRIA	Shipping Materials	04/05/22 ULINE	\$113.53
SMART	ANETRIA	Mail Services	09/23/22 PITNEY BOWES PI	\$105.00
SMART	ANETRIA	Mail Services	01/17/22 PITNEY BOWES PI	\$105.00
SMART	ANETRIA	Shipping Materials	12/03/21 ULINE	\$60.21

SMART	ANETRIA	Cable	12/07/21	COMCAST	\$59.41
SMART	ANETRIA	Office Supplies	12/22/21	BLUEBAY OFFICE INC	\$33.07
SMART	ANETRIA	Shipping and Handling	03/25/22	IN *MIDCOM DATA TECHNO	\$29.33
SMART	ANETRIA	Office Supplies	12/17/21	BLUEBAY OFFICE INC	\$23.20
SMART	ANETRIA	Cable	09/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	08/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	08/01/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	06/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	05/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	05/02/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	03/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	03/02/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	01/31/22	COMCAST	\$20.26
WILLIAMS	DAISY	Investigation Data Service	04/06/22	SMK	\$1,188.00
WILLIAMS	DAISY	Investigation Data Service	09/09/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	08/09/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	07/08/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	06/09/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	05/13/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	04/21/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Training	02/16/22	NATIONAL EMPLOYMENT LA	\$795.00
WILLIAMS	DAISY	Investigation Data Service	10/01/21	LEXISNEXIS PAYMENT CTR	\$774.00
WILLIAMS	DAISY	Investigation Data Service	03/04/22	LEXISNEXIS PAYMENT CTR	\$774.00
WILLIAMS	DAISY	Investigation Data Service	03/04/22	LEXISNEXIS PAYMENT CTR	\$774.00
WILLIAMS	DAISY	Investigation Data Service	01/04/22	LEXISNEXIS PAYMENT CTR	\$774.00
WILLIAMS	DAISY	Investigation Data Service	12/08/21	LEXISNEXIS PAYMENT CTR	\$774.00
WILLIAMS	DAISY	Investigation Data Service	11/05/21	LEXISNEXIS PAYMENT CTR	\$774.00
WILLIAMS	DAISY	Supplies	11/22/21	AMAZON.COM*BQ41G8RO3	\$684.53
WILLIAMS	DAISY	Computer Services	04/27/22	ADOBE	\$635.87
WILLIAMS	DAISY	Computer Services	04/21/22	ADOBE CREATIVE CLOUD	\$599.88
WILLIAMS	DAISY	Investigation Data Service	12/06/21	CLICDATA	\$503.00
WILLIAMS	DAISY	Postage Services Fees	10/14/21	USPS PO BOXES ONLINE	\$424.00
WILLIAMS	DAISY	Training	01/04/22	NATIONAL EMPLOYMENT LA	\$349.00
WILLIAMS	DAISY	Supplies	03/10/22	METROPOLITAN OFFICE	\$310.48
WILLIAMS	DAISY	Investigation Data Service	09/13/22	QRFY.COM	\$254.96
WILLIAMS	DAISY	Investigation Data Service	04/18/22	WIX.COM 991287003	\$228.00
WILLIAMS	DAISY	Investigation Data Service	06/20/22	DROPBOX*M3B94HC4DRTL	\$210.94
WILLIAMS	DAISY	Investigation Data Service	10/18/21	WIX.COM*PREMIUM-PLAN	\$204.00
WILLIAMS	DAISY	Cable Services	02/10/22	DTV	\$202.99
WILLIAMS	DAISY	Cable Services	10/04/21	DTV	\$202.99
WILLIAMS	DAISY	Investigation Data Service	03/11/22	CLICDATA	\$170.94

WILLIAMS	DAISY	Computer Services	04/26/22 WIX.COM, INC.	\$120.00
WILLIAMS	DAISY	Copying Services	02/02/22 MINUTEMAN PRESS WASHIN	\$95.00
WILLIAMS	DAISY	Mail Services Fee	02/10/22 FEDEX	\$55.84
WILLIAMS	DAISY	Mail Services Fee	05/05/22 FEDEX	\$51.11
WILLIAMS	DAISY	Supplies	11/22/21 AMZN MKTP US	\$33.98
WILLIAMS	DAISY	Investigation Data Service	09/13/22 WIX.COM, INC.	\$24.85
WILLIAMS	DAISY	Investigation Data Service	04/01/22 WIX.COM 988698861	\$24.85
WILLIAMS	DAISY	Taxes	09/13/22 INTERNATIONAL TRANSACTION	\$3.82


Cardholder Last Name	Cardholder First Name	Item Name/ Description	Post Date	Vendor Info	Transaction Amount
BENJAMIN	SHERRIE	Office Support for Professional Website Posting	01/27/23	YM CAREERS	\$2,247.56
BENJAMIN	SHERRIE	Acuity Scheduling IT Software Maintenance	11/07/22	ACUITYSCHEDULING.COM	\$374.00
BENJAMIN	SHERRIE	Office Support for 1207 Taylor Street	11/15/22	SQ *HIMMELFARB PROPERT	\$328.00
BENJAMIN	SHERRIE	Periodical	11/03/22	HBRSSUBSCRIPTION	\$196.10
BENJAMIN	SHERRIE	Office Support	01/31/23	IDEALIST.ORG 2963564	\$105.00
BUNCH	HERMAN	TV Mounting at Taylor Street Service Center	01/04/23	SQ *MJM CONTRACTING IN	\$1,320.00
BUNCH	HERMAN	Shipping Materials	01/24/23	ULINE	\$1,183.31
BUNCH	HERMAN	Cloud App Services	01/12/23	ADOBE CREATIVE CLOUD	\$599.88
BUNCH	HERMAN	Xerox Printer Repair Service	10/03/22	TPW CONSULTANTS	\$492.50
BUNCH	HERMAN	SSA Determination of Medicaid Eligibility	01/31/23	ADMIN COLLECTION	\$456.02
BUNCH	HERMAN	Mail Services	12/09/22	USPS PO 1049370101	\$436.00
BUNCH	HERMAN	Locksmith services	01/26/23	SQ *CENTRAL SAFE AND L	\$39.00
BURNETT	PRISCILLA	Lodging	10/31/22	HILTON HOTELS	\$506.28
BURNETT	PRISCILLA	Lodging	10/31/22	HILTON HOTELS	\$506.28
BURNETT	PRISCILLA	Airfare	10/06/22	DELTA	\$438.19
BURNETT	PRISCILLA	Airfare	10/06/22	DELTA	\$378.60
BURNETT	PRISCILLA	Airfare	10/06/22	UNITED AIRLINES	\$187.60
BURNETT	PRISCILLA	Office Supplies	01/06/23	STANDARD OFFICE SUPPLY	\$122.84
BURNETT	PRISCILLA	Part of airfare refunded	10/05/22	EXPEDIA 72403837376853	\$50.49
BURNETT	PRISCILLA	Office Supplies	01/23/23	AMZN MKTP US	\$49.79
BURNETT	PRISCILLA	Office Supplies	01/20/23	STANDARD OFFICE SUPPLY	\$33.58
BURNETT	PRISCILLA	Lodging	10/31/22	HILTON HOTELS	\$29.00
BURNETT	PRISCILLA	Part of airfare refunded	10/05/22	PRICELN*TVL PROTECT	\$26.29
BURNETT	PRISCILLA	Office Supplies	01/24/23	AMZN MKTP US	\$23.30
BURNETT	PRISCILLA	Part of airfare refunded	10/05/22	EXPEDIA 72403837376853	\$4.91
CRUDUP	SONYA	Office Supplies	01/11/23	STANDARD OFFICE SUPPLY	\$1,938.20
CRUDUP	SONYA	Office Supplies	12/01/22	STANDARD OFFICE SUPPLY	\$232.52
CRUZ	ALVARO	Upgrade Iron Suite - Professional - Technical Product Support, Exten:	10/27/22	FS *IRONSOFTWARE	\$1,598.00
CRUZ	ALVARO	2022 ISM Annual Conference & Expo - Yasir Rafi	10/25/22	APHS	\$850.00
CRUZ	ALVARO	2022 ISM Annual Conference & Expo - Jerome Williams	10/25/22	APHS	\$850.00
CRUZ	ALVARO	2022 ISM Annual Conference & Expo - Shayday Doyley	10/25/22	APHS	\$575.00
CRUZ	ALVARO	Iron Suite technical support	10/31/22	FS *IRONSOFTWARE	\$318.00
CRUZ	ALVARO	Office Supply - Universal 00164 64-Size Rubber Bands	12/20/22	AMZN MKTP US	\$35.84
CRUZ	ALVARO	Commander One PRO (Yasir Rafi)	11/14/22	APPLE.COM/BILL	\$31.79
DAVIS	JAYNE	Office Supplies	12/26/22	STANDARD OFFICE SUPPLY	\$2,504.77
DAVIS	JAYNE	Office Supplies	01/25/23	AMZN MKTP US	\$65.42
DAVIS	JAYNE	Office Supplies	01/24/23	AMZN MKTP US	\$26.97
DEVORE	CHAUNEE	Office Supplies/Support	01/16/23	FORMOST ADVANCED CREAT	\$1,853.27
DEVORE	CHAUNEE	Office Supplies	11/17/22	SYDAR OF D.C., LLC	\$1,405.00
ESPINAL-LEE	YVELISE	Office Support/Facilities Work for Fort Davis	01/26/23	CAPITAL PROG X LLC	\$4,980.00
ESPINAL-LEE	YVELISE	Purchased light bulbs	11/08/22	BAY LIGHTING LLC	\$2,386.00
ESPINAL-LEE	YVELISE	Office Supplies	10/05/22	GRAINGER	\$744.42
ESPINAL-LEE	YVELISE	Office Supplies	10/13/22	GRAINGER	\$330.74
ESPINAL-LEE	YVELISE	Office Supplies/Cable Order for OIS	11/22/22	AMZN MKTP US	\$53.95
ESPINAL-LEE	YVELISE	Office Supplies/Lampshade Order for STFH	11/30/22	AMZN MKTP US	\$23.27
ESPINAL-LEE	YVELISE	Office Supplies/Key Order	11/18/22	EASYKEYSCOM INC	\$20.00
HUNTER	PATRICIA	Stock Photos	11/07/22	STK*SHUTTERSTOCK	\$2,531.28

HUNTER	PATRICIA	Office Supplies/Support	11/07/22	FORMOST ADVANCED CREAT	\$2,400.00
HUNTER	PATRICIA	Stock Photos	11/11/22	STK*SHUTTERSTOCK	\$2,118.94
HUNTER	PATRICIA	Office Supplies	01/13/23	METROPOLITAN OFFICE	\$1,969.44
HUNTER	PATRICIA	Office Supplies	12/09/22	METROPOLITAN OFFICE	\$960.80
HUNTER	PATRICIA	Office Supplies	10/31/22	METROPOLITAN OFFICE	\$564.89
HUNTER	PATRICIA	Printing Services	11/03/22	MINUTEMAN PRESS -WASHI	\$496.00
HUNTER	PATRICIA	Office Supplies/Support	01/16/23	FORMOST ADVANCED CREAT	\$490.05
HUNTER	PATRICIA	Office Supplies	11/18/22	METROPOLITAN OFFICE	\$474.79
HUNTER	PATRICIA	Cable for the Office of the Director	10/21/22	DTV	\$336.86
HUNTER	PATRICIA	Janitorial Services	11/18/22	WWW.SEQUOIAROW.COM	\$280.00
HUNTER	PATRICIA	Disrupting Poverty Conference (Virtual)	10/19/22	NEW HEIGHTS	\$272.96
HUNTER	PATRICIA	Cable for the Office of the Director	12/12/22	DTV	\$268.09
HUNTER	PATRICIA	Cable for the Office of the Director	11/17/22	DTV	\$259.48
HUNTER	PATRICIA	Printing Services	11/18/22	MINUTEMAN PRESS WASHIN	\$224.00
HUNTER	PATRICIA	Cable for the Office of the Director	01/09/23	DTV	\$202.99
HUNTER	PATRICIA	Printing Services	12/08/22	MINUTEMAN PRESS WASHIN	\$95.00
HUNTER	PATRICIA	Office Supplies/Support	12/09/22	FORMOST ADVANCED CREAT	\$60.00
HUNTER	PATRICIA	Office Supplies	01/31/23	AMZN MKTP US	\$59.99
HUNTER	PATRICIA	Fed Ex Delivery	10/21/22	FEDEX	\$16.96
HUNTER	PATRICIA	Fed Ex Delivery	10/21/22	FEDEX	\$10.18
JACKSON	CARLA	YSD youths - DrumCity studio time	12/20/22	PAYPAL	\$2,500.00
JACKSON	CARLA	Front of the bus training for YSD staff	11/03/22	PAYPAL	\$1,755.25
JACKSON	CARLA	Annual fee for survey monkey	12/12/22	SURVEYMONK* T 43603585	\$1,335.60
JACKSON	CARLA	YSD International Assoc. for Human Values training	01/23/23	PAYPAL	\$954.00
JACKSON	CARLA	YSD Current yearly survey monkey plan fee	12/21/22	SURVEYMONK* T 43647966	\$496.08
JACKSON	CARLA	Holiday baskets decorations for YSD families	11/14/22	AMZN MKTP US	\$399.80
JACKSON	CARLA	YSD yolanda pearson youth bedding needs	01/24/23	WALMART.COM	\$377.97
JACKSON	CARLA	Food for YSD Teen Parenting (TPAP) holiday event	12/28/22	PP*EVENTSBBLLC	\$345.00
JACKSON	CARLA	Office supplies	12/22/22	STANDARD OFFICE SUPPLY	\$304.35
JACKSON	CARLA	Office supplies	11/10/22	STANDARD OFFICE SUPPLY	\$262.22
JACKSON	CARLA	Gerice Williams client family needs	12/15/22	WALMART.COM 8009666546	\$251.63
JACKSON	CARLA	YSD families Supplies for holiday baskets	11/14/22	AMZN MKTP US	\$240.01
JACKSON	CARLA	TPAP group supplies	12/15/22	AMZN MKTP US	\$220.73
JACKSON	CARLA	Darren Foster group for 1/24/23 - YSD	01/25/23	CHICK-FIL-A #04118	\$206.00
JACKSON	CARLA	Darren Foster group for 1/26/23 - YSD	01/25/23	CHICK-FIL-A #04118	\$206.00
JACKSON	CARLA	Office supplies	12/08/22	STANDARD OFFICE SUPPLY	\$153.66
JACKSON	CARLA	YSD TPAP group supplies	01/30/23	AMZN MKTP US	\$149.03
JACKSON	CARLA	Food for YSD Newcomers Group Meeting	12/15/22	DOMINO'S 4328	\$123.42
JACKSON	CARLA	Food for YSD Newcomers Group Meeting	01/05/23	DOMINO'S 4328	\$122.42
JACKSON	CARLA	YSD office supplies for all staff meetings	01/23/23	AMZN MKTP US	\$104.57
JACKSON	CARLA	YSD families Holiday baskets decoration	11/18/22	AMZN MKTP US	\$100.14
JACKSON	CARLA	Tamiko Harris youth baby items	12/14/22	WALMART.COM	\$86.99
JACKSON	CARLA	Supplies for holiday baskets for YSD families	11/10/22	AMZN MKTP US	\$85.74
JACKSON	CARLA	YSD Gerice Williams client family needs	12/22/22	WALMART.COM	\$81.16
JACKSON	CARLA	YSD Kassein Green youth work shoes	12/22/22	AMAZON.COM*LK79N9NL3	\$78.38
JACKSON	CARLA	Office supplies	11/25/22	STANDARD OFFICE SUPPLY	\$77.02
JACKSON	CARLA	Holiday baskets decoration for YSDfamilies	11/14/22	AMZN MKTP US	\$65.92
JACKSON	CARLA	YSD office supplies	01/23/23	STANDARD OFFICE SUPPLY	\$59.82

JACKSON	CARLA	Food for YSD Newcomers Group Meeting	01/12/23	DOMINO'S 4328	\$50.52
JACKSON	CARLA	Food for YSD Newcomers Group Meeting	12/22/22	DOMINO'S 4328	\$47.52
JACKSON	CARLA	Brianna Blackshear youth closing gift	12/19/22	AMAZON.COM*5F9X18ZW3	\$41.24
JACKSON	CARLA	Office supplies	12/02/22	STANDARD OFFICE SUPPLY	\$31.35
JACKSON	CARLA	Kenyawna Hudgens surface pro adapter	12/07/22	AMZN MKTP US	\$31.04
JACKSON	CARLA	YSD TPAP group supplies	01/30/23	AMZN MKTP US	\$28.41
JACKSON	CARLA	Supplies for YSD We Are King event	11/18/22	AMAZON.COM*HI41X9PM1 A	\$27.32
JACKSON	CARLA	Holiday baskets decoration for YSD families	11/23/22	AMZN MKTP US	\$22.97
JACKSON	CARLA	Holiday baskets decoration for YSD families	11/23/22	AMZN MKTP US	\$20.68
JACKSON	CARLA	YSD Yolanda pearson youth birth record fee	01/23/23	VCN*MARYLAND VITAL REC	\$11.75
JACKSON	CARLA	YSD TPAP group supplies	12/22/22	AMZN MKTP US	\$9.08
LAYTON	DONNA	Office Supplies	01/09/23	STANDARD OFFICE SUPPLY	\$663.26
LAYTON	DONNA	Office Supplies	01/12/23	STANDARD OFFICE SUPPLY	\$179.32
LAYTON	DONNA	Cable	01/26/23	COMCAST	\$133.21
LAYTON	DONNA	Cable	12/22/22	COMCAST	\$126.91
LAYTON	DONNA	Cable	11/21/22	COMCAST	\$126.91
LAYTON	DONNA	Cable	10/27/22	COMCAST	\$126.91
MOORE	AIRKA	Office Supplies	1/2/2023	STANDARD OFFICE SUPPLY	\$3,120.37
MOORE	AIRKA	Subscription Services for SNAP & TNAF debt collections	10/25/2022	LEXISNEXIS RISK MNGMT	\$1,212.00
MOORE	AIRKA	Office Supplies	1/30/2023	STANDARD OFFICE SUPPLY	\$1,152.35
MOORE	AIRKA	HSFO Annual Conference Lodging	10/31/2022	EMBASSY STES NASHVILLE	\$960.62
MOORE	AIRKA	HSFO Annual Conference Lodging	10/31/2022	EMBASSY STES NASHVILLE	\$882.28
MOORE	AIRKA	HSFO Annual Conference Lodging	10/28/2022	EMBASSY STES NASHVILLE	\$600.85
MOORE	AIRKA	HSFO Annual Conference Registration	10/19/2022	NATIONAL ASSOCIATION O	\$600.00
MOORE	AIRKA	HSFO Annual Conference Registration	10/19/2022	NATIONAL ASSOCIATION O	\$600.00
MOORE	AIRKA	HSFO Annual Conference Registration	10/19/2022	NATIONAL ASSOCIATION O	\$600.00
MOORE	AIRKA	HSFO Annual Conference Registration	10/17/2022	NATIONAL ASSOCIATION O	\$600.00
MOORE	AIRKA	HSFO Annual Conference Registration	10/17/2022	NATIONAL ASSOCIATION O	\$600.00
MOORE	AIRKA	GFOA Conference Airfare	10/17/2022	SOUTHWEST	\$217.95
MOORE	AIRKA	GFOA Conference Airfare	10/18/2022	AMERICAN AIRLINES	\$197.20
MOORE	AIRKA	Notary Services membership fee	1/12/2023	NNA SERVICES LLC	\$160.00
MOORE	AIRKA	Office Supplies	10/31/2022	STANDARD OFFICE SUPPLY	\$10.49
PARKER	JESSICA	DMV ID Vouchers	12/05/22	QUALITY PRINTERS QPS	\$2,289.00
PARKER	JESSICA	Office Supplies	11/30/22	METROPOLITAN OFFICE	\$2,147.30
PARKER	JESSICA	Cable and Internet for Adams Place Downtown Day Services Center	01/13/23	COMCAST	\$1,808.49
PARKER	JESSICA	Office Supplies	01/11/23	METROPOLITAN OFFICE	\$1,777.12
PARKER	JESSICA	Office Supplies	11/02/22	METROPOLITAN OFFICE	\$1,688.98
PARKER	JESSICA	Office Supplies	01/23/23	STANDARD OFFICE SUPPLY	\$1,475.47
PARKER	JESSICA	Business Cards New Staff	12/05/22	QUALITY PRINTERS QPS	\$1,275.00
PARKER	JESSICA	Cable and Internet for Adams Place Downtown Day Services Center	11/11/22	COMCAST	\$1,173.68
PARKER	JESSICA	Airfare to United Border Coordiantion visit to San Diego, CA (Debra C	01/19/23	UNITED AIRLINES	\$991.39
PARKER	JESSICA	Registration for National Alliance to End Homelessness Conference (01/19/23	NA END HOMELESSNESS	\$725.00
PARKER	JESSICA	Cable and Internet for Adams Place Downtown Day Services Center	01/13/23	COMCAST	\$635.18
PARKER	JESSICA	Cable and Internet for Adams Place Downtown Day Services Center	11/11/22	COMCAST	\$609.23
PARKER	JESSICA	Software Scheduling for Project Reconnect	01/30/23	ACUITYSCHEDULING.COM	\$572.40
PARKER	JESSICA	Notary Supplies for Support Staff	01/20/23	PRESTO DIRECT LLC	\$394.41
PARKER	JESSICA	Cable and Internet for Adams Place Downtown Day Services Center	01/16/23	COMCAST	\$317.59
PARKER	JESSICA	Office Supplies	01/26/23	STANDARD OFFICE SUPPLY	\$274.88

PARKER	JESSICA	Postcards and Flyer Printing for Adams Place Downtown Day Service	10/31/22	MINUTEMAN PRESS -WASHI	\$183.00
PARKER	JESSICA	Notary Supplies for Support Staff	12/02/22	METRO STAMP AND SEAL C	\$146.00
PARKER	JESSICA	Airfare to United Border Coordiantion visit to San Diego, CA (Debra C	01/19/23	UNITED AIRLINES	\$34.00
PRICE	CARLOUS	Clothing for ESA Customer	10/19/22	SQ *FIVE PEARLS CONSUL	\$524.99
PRICE	CARLOUS	Health physical for ESA Customer	10/17/22	NORTHSIDE MEDICAL SERV	\$87.20
PRICE	CARLOUS	Birth certificate for ESA Customer	10/19/22	YOURVITALRECORDS.COM	\$49.00
RANDALL	BRIANNA	Conference Registration Fee	10/20/22	APHSA	\$800.00
RANDALL	BRIANNA	Conference Quality Control Annual	10/03/22	EMBASSY SUITES CHRLSTN	\$633.84
RANDALL	BRIANNA	Conference	10/03/22	EMBASSY SUITES CHRLSTN	\$633.84
RANDALL	BRIANNA	Conference	10/03/22	EMBASSY SUITES CHRLSTN	\$633.84
RANDALL	BRIANNA	Conference	10/03/22	MARRIOTT SAVANNAH RIVE	\$258.70
RANDALL	BRIANNA	Investigation Data Service	01/05/23	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	12/05/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	11/03/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	Investigation Data Service	10/05/22	LEXNEX RISK DATA EOM	\$240.00
RANDALL	BRIANNA	English Supporting System	11/23/22	GRAMMARLY COOVYDF1U	\$144.00
RANDALL	BRIANNA	Investigation Data Service	11/11/22	TRACERS INFORMATION	\$135.25
RANDALL	BRIANNA	Investigation Data Service	10/11/22	TRACERS INFORMATION	\$133.50
RANDALL	BRIANNA	Investigation Data Service	01/10/23	TRACERS INFORMATION	\$124.75
RANDALL	BRIANNA	Investigation Data Service	12/09/22	TRACERS INFORMATION	\$100.50
SHEPARD	GEORGE	Program Media	10/10/22	FORMOST ADVANCED CREAT	\$3,365.00
SHEPARD	GEORGE	Software Program	01/16/23	HOOTSUITE MEDIA INC.	\$2,998.50
SHEPARD	GEORGE	Program Software	10/27/22	HOOTSUITE MEDIA INC.	\$2,998.50
SHEPARD	GEORGE	Management Training	11/25/22	PAYPAL	\$2,662.50
SHEPARD	GEORGE	Client Supplies	01/30/23	GRAINGER	\$2,113.01
SHEPARD	GEORGE	Client Services	11/17/22	SAFERENT - SRSWEB	\$1,617.98
SHEPARD	GEORGE	Client Services	12/29/22	SAFERENT - SRSWEB	\$1,596.69
SHEPARD	GEORGE	Software Program	01/16/23	CODECADEMY	\$1,584.70
SHEPARD	GEORGE	Program Media	11/21/22	FORMOST ADVANCED CREAT	\$1,179.75
SHEPARD	GEORGE	Professional Conference Transportation	01/06/23	SOUTHWEST	\$851.26
SHEPARD	GEORGE	Shelter Security	12/29/22	COMCAST	\$768.15
SHEPARD	GEORGE	Wifi for Security Services	10/31/22	COMCAST	\$768.15
SHEPARD	GEORGE	Professional Conference Fees	12/20/22	NA END HOMELESSNESS	\$725.00
SHEPARD	GEORGE	Client Services	01/30/23	SAFERENT - SRSWEB	\$638.68
SHEPARD	GEORGE	Professional Conference Transportation	01/23/23	SOUTHWEST	\$572.47
SHEPARD	GEORGE	Program Software	12/12/22	ACUITYSCHEDULING.COM	\$540.00
SHEPARD	GEORGE	Office Supplies	12/16/22	AMAZON.COM*F88OV2EP3 A	\$492.36
SHEPARD	GEORGE	Repair at DHS Office	11/18/22	SQ *MJM CONTRACTING IN	\$425.00
SHEPARD	GEORGE	Client Services	10/20/22	CORELOGICPAYMENTS	\$404.49
SHEPARD	GEORGE	Professional Conf Transportation	11/22/22	DELTA	\$357.20
SHEPARD	GEORGE	Printing for Program	11/21/22	MINUTEMAN PRESS WASHIN	\$336.00
SHEPARD	GEORGE	Office Supplies	10/17/22	AMZN MKTP US	\$213.99
SHEPARD	GEORGE	Office Supplies	10/03/22	AMZN MKTP US	\$211.34
SHEPARD	GEORGE	Program Software	10/03/22	TWILIO INC	\$200.00
SHEPARD	GEORGE	Office Supplies	10/31/22	AMZN MKTP US	\$197.86
SHEPARD	GEORGE	Professional Organization Fee	12/02/22	INSTITUTE FOR INTERNAL	\$150.00
SHEPARD	GEORGE	Office Supplies	01/30/23	AMZN MKTP US	\$138.44
SHEPARD	GEORGE	Office Supplies	01/20/23	AMZN MKTP US	\$117.87

SHEPARD	GEORGE	Meeting Expense	10/13/22	RECREATION.GOV	\$90.00
SHEPARD	GEORGE	Office Supplies	01/30/23	AMZN MKTP US	\$79.95
SHEPARD	GEORGE	Printed Media	01/05/23	QUALITY PRINTERS QPS	\$75.00
SHEPARD	GEORGE	Office Supplies	11/14/22	STAPLES DIRECT	\$45.49
SHEPARD	GEORGE	Office Supplies	01/26/23	AMZN MKTP US	\$33.97
SHEPARD	GEORGE	Office Supplies	12/19/22	AMZN MKTP US	\$21.58
SHEPARD	GEORGE	Office Supplies	01/04/23	AMZN MKTP US	\$19.98
SHEPARD	GEORGE	Office Supplies	01/26/23	AMZN MKTP US	\$18.99
SHEPARD	GEORGE	Office Supplies	10/03/22	AMZN MKTP US	\$18.78
SHEPARD	GEORGE	Office Supplies	01/27/23	AMZN MKTP US	\$15.98
SIBLEY	SCOTT	DONATED DOK outreach services catering service	12/05/22	PAYPAL	\$860.00
SIBLEY	SCOTT	DONATED Customer Service Appreciation Week refreshments	11/22/22	HERMANS BAKERY	\$851.10
SIBLEY	SCOTT	Pandemic and hypothermia preparation reimbursement	12/13/22	PAYPAL	\$775.50
SIBLEY	SCOTT	Staff development items (Spirit)	12/15/22	AMAZON.COM*018CL4FY3	\$224.19
SIBLEY	SCOTT	DONATED DHS 101 refreshments	11/18/22	DC CENTRAL KITCHEN INC	\$168.50
SIBLEY	SCOTT	DM Public Safety/Just request	12/08/22	WAL-MART #5941	\$166.40
SIBLEY	SCOTT	DOK invoice for partnership services (Pandemic)	12/13/22	PAYPAL	\$160.00
SIBLEY	SCOTT	DONATED DHS 101 refreshments	01/11/23	DC CENTRAL KITCHEN INC	\$118.50
SIBLEY	SCOTT	DONATED DHS 101 refreshments	10/07/22	DC CENTRAL KITCHEN INC	\$118.50
SIBLEY	SCOTT	DHS shelter town hall 2	12/08/22	GIANT 0384	\$69.32
SIBLEY	SCOTT	Thanksgiving meal pack for DHS YSD	11/22/22	WEGMANS WISCONSIN AVE	\$48.34
SMART	ANETRIA	Mail Services	01/31/23	USPS PO 1049370101	\$825.00
SMART	ANETRIA	Cable	01/30/23	COMCAST	\$23.92
SMART	ANETRIA	Cable	12/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	11/30/22	COMCAST	\$20.26
SMART	ANETRIA	Cable	10/31/22	COMCAST	\$20.26
WILLIAMS	DAISY	Investigation Data Service	01/10/23	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	12/12/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	11/08/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Investigation Data Service	10/14/22	LEXISNEXIS PAYMENT CTR	\$944.00
WILLIAMS	DAISY	Postagefor PO Mail Box	10/17/22	USPS PO BOXES ONLINE	\$436.00
WILLIAMS	DAISY	Investigation Data Service	10/19/22	WIX.COM, INC.	\$264.00

<p style="text-align: center;">OFFICE OF THE CHIEF TECHNOLOGY OFFICER GOVERNMENT OF THE DISTRICT OF COLUMBIA</p> <p style="text-align: center;">  </p>	<p style="text-align: center;">MOU Executive Brief OCTO Division</p>
<p>OCTO Deputy/Executive: Carol Harrison</p>	<p>Program Manager:</p>
<p>Agency: DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES (DHS)</p>	<p>Dollar Amount: \$280,535.51</p>
<p>Date Submitted: Nov 17, 2021 1:29PM</p>	<p>eMOU#: TO0JA0-2022-01685</p>
<p>Project Description: This MOU covers DHS for the costs for Filenet/Datacap Licenses, system break fix and support and maintenance for the DHS Filenet Environment (DIMS).</p>	
<p>Risks:</p>	
<p>Challenges:</p>	
<p>Urgency: <input checked="checked" type="checkbox"/> Normal <input type="checkbox"/> Rush <input type="checkbox"/> Expedite</p>	



MEMORANDUM OF UNDERSTANDING

BETWEEN

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES

AND

DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER

FOR FISCAL YEAR 2022

MOU Number: TO0JA0-2022-01685

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the **DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES** (“DHS” or “Buyer Agency”) and the **DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER** (“OCTO” or “Seller Agency”), collectively referred to herein as the “Parties” and individually as “Party.”

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

This MOU covers the costs for Filenet/Datacap Licenses, system break fix and support and maintenance for the DHS Filenet Environment (DIMS).

IV. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency shall provide:

1. Three hundred and seventy-five (375) IBM Filenet Content Manager Authorized User Value Unit Annual SW Subscription & Support Renewal;
2. Three hundred and seventy-five (375) IBM Case Foundation ADD-ON Authorized User Value Unit Annual SW Subscription & Support Renewal;
3. Three hundred and seventy-five (375) IBM Production Imaging Edition ADD-ON For Filenet Business Process Manager Authorized User Value Unit Annual SW Subscription & Support Renewal;

4. Five (5) IBM Content Collector for EMAIL Authorized User Value Unit Annual SW Subscription & Support Renewal;
5. Five (5) IBM Content Collector for File System Authorized User Value Unit Annual SW Subscription & Support Renewal; and
6. Six (6) IBM ECM Operations Support and Maintenance.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer Agency shall make an intra-District transfer to OCTO as required by this MOU.

V. DURATION OF MOU

The duration of this MOU shall be for **Fiscal Year 2022** and shall begin on the last date of execution by the Parties, and shall expire on **September 30, 2022**, unless terminated in writing by the Parties prior to expiration pursuant to **Section VII** of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost for goods and/or services under this MOU shall not exceed \$280,535.51 for Fiscal Year 2022. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided, based on the rates provided in the budget listed herein:

1. Three hundred and seventy-five (375) IBM Filenet Content Manager Authorized User Value Unit Annual SW Subscription & Support Renewal with a total price of one hundred six thousand seven hundred fifty-five dollars (\$106,755.00);
2. Three hundred and seventy-five (375) IBM Case Foundation ADD-ON Authorized User Value Unit Annual SW Subscription & Support Renewal with a total price of seventy-six thousand four hundred seventy dollars (\$76,470.00);
3. Three hundred and seventy-five (375) IBM Production Imaging Edition ADD-ON For Filenet Business Process Manager Authorized User Value Unit Annual SW Subscription & Support Renewal with a total price of seventy-six thousand four hundred seventy dollars (\$76,470.00);
4. Five (5) IBM Content Collector for EMAIL Authorized User Value Unit Annual SW Subscription & Support Renewal with a unit price of one hundred seventy-one dollars and thirty cents (\$171.30);
5. Five (5) IBM Content Collector for File System Authorized User Value Unit Annual SW Subscription & Support Renewal with a unit price of one hundred twelve dollars and twenty-five cents (\$112.25); and
6. Six (6) IBM ECM Operations Support and Maintenance with a total price of twenty thousand five hundred fifty-six dollars and ninety-six cents (\$20,556.96).

The total cost of the MOU is **two hundred eighty thousand five hundred thirty-five dollars and fifty-one cents (\$280,535.51)**.

B. PAYMENT

1. Payment for the goods and/or services shall be made through an Intra-District advance by the Buyer Agency to the Seller Agency based on the total amount of this MOU, which shall not exceed two
-

hundred eighty thousand five hundred thirty-five dollars and fifty-one cents (**\$280,535.51**).

a. Advances to the Seller Agency for the services to be performed and/or goods to be provided shall not exceed the actual costs of the goods or services or the amount of this MOU.

b. The Seller Agency shall receive the advance and bill the Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU.

2. Upon request of the Buyer Agency, the Seller Agency shall provide the Buyer Agency with a listing of itemized services.

3. The Seller Agency shall:

a. Notify the Buyer Agency within forty-five (45) calendar days prior to the close of the fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year; and

b. Return any excess advance to the Buyer Agency by September 30th of the current fiscal year.

4. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

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, 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.

VII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

VIII. NOTICES

The following individuals are the contact points for each Party:

DHS

Madan Mohan
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 251-4872
Email: madan.mohan@dc.gov

OCTO

Anup Sharma
200 I Street, S.E., 5th Floor
Washington, DC 20003
Phone: (202) 741-5841
Email: anup.sharma@dc.gov

IX. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

X. CONSISTENT WITH LAW

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

XI. COMPLIANCE AND MONITORING

The Seller Agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

XII. RECORDS AND REPORTS

The 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 from the date of expiration or termination of this MOU and, upon the Buyer Agency's request or the request of other officials of the District of Columbia, make these documents available for inspection by duly authorized representatives of the Buyer Agency or other officials of the District of Columbia as may be specified in their respective sole discretion.

XIII. PROCUREMENT PRACTICES REFORM ACT

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

XIV. RESOLUTION OF DISPUTES

The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer, Office of Financial Operations and Systems.

XV. CONFIDENTIAL INFORMATION

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

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

FOR THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

Date: 02/21/2022

FOR THE DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER:

Lindsey Parker
Chief Technology Officer
Lindsey Parker

Date: March 2, 2022

eMOU Approval History
TO0JA0-2022-01685

2/3/2022 1:25:01 PM

Step Name	Name	Status Name	Status Date	Comments
MOU Author Review	Anup Sharma (OCTO)	Approved	11/17/2021 2:05:38 PM	For DHS Filenet Licenses - FY22 (DIMS-DCAS)
OCTO Program Manager Review	Stephen Miller (OCTO)	Approved	11/17/2021 2:12:26 PM	No issues - forwarding for legal review and will give approval during executive signature process.
OCTO General Counsel Review	Todd Smith (OCTO)	Approved	11/17/2021 3:10:20 PM	
OCTO Executives Review	Carol Harrison (OCTO)	Approved	11/19/2021 11:11:54 AM	
Buyer Agency Final Review of MOU	Madan Mohan (DHS)	Approved	1/11/2022 9:44:48 PM	

PART II

MOU NUMBER: TO0JA0-2022-01685

2 OF

2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE:

MOU covers DHS for the costs for Filenet/Datacap licenses, system break fix and support
for the DHS filenet environment (DIMS)

TOTAL: \$126,240.98

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	TO0	22	2000	1363	DHJA2	20122	4600	4600	2DHSJA/02				
BUYER	JA0	22	1000	0100	APOIC	AS107	0442	0442					

GOOD/ SERVICE:

DATE: ___ / ___ / ___

TOTAL: \$36,469.62

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	TO0	22	2000	1363	DHJA3	20122	4600	4600	2DHSJA/03				
BUYER	JA0	22	1000	8200	FOCI2	AS107	0442	0442					

GOOD/ SERVICE :

DATE: ___ / ___ / ___

TOTAL: \$117,824.91

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	TO0	22	2000	1363	DHJA4	20122	4600	4600		2DHSJA/04			
BUYER	JA0	22	1000	8250	MOIC2	AS107	0442	0442					

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: TO0JA0-2022-01685

DATE OF MOU: 3/8/2022

SELLER INFORMATION

AGENCY: Office of the Chief Financial Officer

AGENCY CODE: TO0

NAME OF CONTACT: Phil Peng

ADDRESS: 200 I Street, SE
Washington, DC, 20003

TELEPHONE #: 202-727-8472

FAX #:

AUTHORIZING OFFICER

phil peng
Phil Peng, AFO

DATE:

3/23/22

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden A. Bernard

ADDRESS: 64 New York, Avenue N.E. 4th Fl
Washington, DC 20002

AUTHORIZING OFFICER

D. Rutherford-felix for H. Bernard
Hayden Bernard, AFO

DATE: 3/22/2022

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE OFFICE OF THE CHIEF FINANCIAL OFFICER
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) (“DHS” or “Buyer Agency”) and the Office of the Chief Financial Officer (“OCFO” or “Seller Agency”), acting through the Office of Finance and Treasury, collectively referred to herein as the “Parties” and individually as a “Party”.

II. PROGRAM GOAL AND OBJECTIVES

The purpose of this MOU is to establish the terms and conditions under which the Buyer Agency shall reimburse the Seller Agency for the actual costs of its personnel utilized under this MOU and contracting with the FIS Fidelity National Information Services, Inc. (FIS Government Solutions) to handle the issuance of District of Columbia Supplemental Nutrition Assistance Program (SNAP) benefits including issuance and re-issuance of Electronic Benefits Transfer (EBT) cards, training, and customer services.

The mission of DHS is to empower District residents to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. ESA makes eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, SNAP benefits, and Temporary Assistance for Needy Families (TANF) benefits.

In Fiscal Year (FY) 2020, DHS was charged with implementing Pandemic EBT (P-EBT), a federal program created under the Families First Coronavirus Response Act of 2020, enacted March 18, 2020. P-EBT provides food benefits to families with children who received or are newly eligible to receive free or reduced-price school meals under the National School Lunch Program (NSLP). DHS, the District’s SNAP agency, is responsible for issuing P-EBT benefits to eligible households through EBT cards.

OCFO manages the District’s financial operations, which includes some 1,700-plus staff members in tax and revenue administration; the treasury, comptroller and budget offices;

economic/fiscal analysis and revenue estimation functions; agency financial operations; and the D.C. Lottery. OCFO administers the District's EBT vendor, responsible for issuing EBT cards to facilitate SNAP and TANF benefits transfer and usage, on behalf of the ESA.

OCFO is contracting with FIS to deliver card services to ESA program participants, including SNAP, TANF, and P-EBT beneficiaries.

In addition, the Seller Agency shall ensure that the contractor FIS completes the deliverables outlined in this MOU in order to test and maintain the EBT program under the DC Access System ("DCAS").

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

1. Seller Agency, with both Seller Agency personnel and through the contract with FIS shall administer the issuance of SNAP benefits, emergency allotments, Pandemic EBT, Disaster SNAP benefits and SNAP online purchasing. The Seller Agency shall also provide overall contract management, EBT use and monitoring service, system security and control measures, reconciliation reporting, system integration testing and implementation, communications channels between all contracted parties, oversight of data and reporting, customer service and system user assess.
2. The Seller Agency shall provide overall contract management and will act as a liaison in managing the contract deliverables, which includes but are not limited to items (a) through (h) outlined below. Adequate contract oversight shall drive performance based on the established Service Level Agreements/Indicators attached hereto and incorporated by reference:
 - a. Card distribution and operations
 - b. Issuance and re-issuance of EBT cards
 - c. EBT card audit and inventory management
 - d. Training for all users
 - e. Customer service for all users
 - f. Monitoring of contract requirements
 - g. Monitoring and reporting on contract performance
 - h. Update and maintenance of operations phase documents and reports
3. The Seller Agency shall actively manage and communicate vendor updates for all EBT system and operational issues by:

- i. Providing immediate notification of any issues related to system problems;
 - ii. Providing on-going monitoring and reporting on contract; performance based on reports supplied by the vendor;
 - iii. Holding regular checkpoints to discuss open and closed issues; from monitoring/status and performance reports. The agenda shall include contract management areas outlined in this MOU; and
 - iv. Provide copies of all vendor reports specified in the contract.
- 4. The Seller Agency shall provide oversight of data and reporting related to contract requirements which shall include but is not limited to:
 - i. A comprehensive list of all reports available;
 - ii. Card distribution/operations reports;
 - iii. Issuance and reissuance of EBT cards;
 - iv. EBT card audit and inventory management;
 - v. Fraud investigation, quality assurance and prevention reporting;
 - vi. Update and maintenance of operations phase documents and reports;
 - vii. Accounting of fees received per the contract;
 - viii. Copies of vendor reports specified in the contract; and
 - ix. Payment records.
- 5. The Seller Agency shall continuously advocate for DHS/ESA business priorities and interests with a primary focus on customer service and shall also include but not be limited the following:
 - i. Provide staff training for all system users;
 - ii. Review and evaluate District and Federal documents related to information technology development and testing;
 - iii. Document and follow-up on performance issues, complaints, and expected deliverables; see appendix A
 - iv. Regularly monitor/audit vendor operations;
 - v. Mitigate vendor related audit findings; and
 - vi. Access to data and reporting through EBT Edge and EBT Insight
- 6. The Seller Agency shall manage user access to ensure:
 - i. EBT Terminal and Investigation/Program Integrity Monitoring Access
 - ii. Ensure timely access management for EBT Edge, EBT Insight and all other relevant vendor systems (within 48 hours or two (2) business days); and
 - iii. Provide administrative system provide access for additional OCFO personnel to serve as a back-up.

7. Seller Agency, through the contract with FIS, shall ensure that FIS performs the following deliverables outlined in this MOU, necessary to the processing and reporting to DCAS EBT program requirements:
 - a. Create a new FX ID for DC to use for file transmissions for EBT to the District's existing Test and Production environments on the EBT Edge System.
 - b. Create datasets for all production and test batch files to be received by FIS from the District and all production and test response files to be sent back to the District from FIS.
 - c. Validate transmission of files and dataset names with the District.
 - d. Build and configure an automated process to process Test and Production batch files received by FIS from the District and send back to the District responses to the batch files received.
 - e. Provide up to 20 hours of assisted testing, during implementation. This includes phone support from FIS support staff while the District is testing.
 - f. Provide access to Certification environment for unassisted testing.
 - g. Update the District's Detail Design Document and Interface Manual to reflect the addition of the new FX ID and File Transmission Dataset names.
 - h. Set-up the agreed upon file transmission datasets naming conventions.
8. The Seller Agency shall authorize a contract modification to support the permanent disabling of the \$2.00 Replacement Card Processing fee for EBT customers.
 - a. Implementation costs include:
 - i. One-time setup cost of twelve thousand dollars (\$12,000) to make the requisite system changes;
 - ii. Nine thousand dollars (\$9,000) in FIS for fees resulting from card processing issues; and
 - iii. Fifty thousand dollars (\$50,000) in annually foregone "cost recovery." (The term "cost recovery" refers to the loss of funds that gets paid to the EBT vendor by the District's customers.)
 - b. The total FY22 funding required to implement the change is seventy-one thousand dollars (\$71,000).
 - Details for the contract modification will be provided from DHS to OCFO. A summary of the contract modification is available below.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer Agency shall transfer a total of six hundred twenty-four thousand nine hundred seventy-seven dollars and eighteen cents (\$624,977.18) to the Seller Agency for the purposes described in Section II and III of this MOU above for FY 2022, which is also inclusive

of seventy-one thousand dollars (\$71,000) that the Buyer Agency shall provide the Seller Agency regarding the costs and expenditures associated with the permanent disabling of the \$2.00 Replacement Card processing fee for EBT Customers.

IV. EFFECTIVE DATE

The effective date of this MOU shall be the date of the last signatory.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from the October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties pursuant to Section XI below.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) one-year option periods which shall end fiscal year (FY) 2026. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period sixty (60) days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01 (k) (2001 ed. & Supp. 2014). Other controlling authority related to the administration of the SNAP (formerly known as Food Stamps) includes, the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. *et seq.*), as amended; the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code §4-205.01, *et seq.*), as amended; and any applicable District and federal law or regulation.

VII. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost for goods and/or services under this MOU shall not exceed six hundred twenty-four thousand nine hundred seventy-seven dollars and eighteen cents (\$624,977.18) for FY 2022.

B. PAYMENT

Payment for the goods and/or services shall be made through an Intra-District transfer by Buyer Agency to Seller Agency based on the total amount of this

MOU which shall not exceed six hundred twenty-four thousand nine hundred seventy-seven dollars and eighteen cents (\$624,977.18) for FY 2022.

1. Seller Agency shall submit monthly reconciliations which shall include itemized monthly invoices that are billed to the SNAP program.
2. Buyer Agency shall drawdown funds received from the United States Department of Agriculture to reimburse the Seller Agency as a pass through, for the services to be performed and/or goods to be provided for an amount that shall not exceed six hundred twenty-four thousand nine hundred seventy-seven dollars and eighteen cents (\$624,977.18).
3. Seller Agency shall be reimbursed by the Buyer Agency through the Intra-District process only for those goods and/or services provided pursuant to the terms of this MOU.
4. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance shall not be billed during the current fiscal year.
5. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year, no later than October 31.
6. The Seller Agency shall be responsible for any amounts ultimately disallowed by audit or other review by the Buyer Agency or Federal government.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of: (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code) and (ii) the District of Columbia Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285; D.C. Official Code §§1-204.46, 47-105; 47-355.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. COMPLIANCE AND MONITORING

Seller Agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

IX. RECORDS AND REPORTS

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 from the date of expiration or termination of this MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of Buyer Agency and other officials as may be specified by the District in its sole discretion.

X. CONFIDENTIAL INFORMATION

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

XI. NOTICE AND POINTS OF CONTACT

The following individuals are the contact points for each Party:

Contact for Buyer Agency:

Anthea Seymour
Administrator
Economic Security Administration
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 698-3900
Email: anthea.seymour@dc.gov

Contact for Seller Agency:

Jeanne Marie Hoover
Senior Financial Manager
Office of the Chief Financial Officer
1101 4th Street, S.W., Suite W800
Washington, DC 20024
Phone: (202) 727-0911
Email: Jeanne.hoover@dc.gov

XII. MODIFICATIONS AND AMENDMENTS

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

XIII. PROCUREMENT PRACTICES REFORM ACT

If a District agency or instrumentality plans to utilize the goods and/or services of an agent, contract consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 *et seq.*) to procure the services.

XIV. TERMINATION

Either Party may terminate this MOU by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30th of the current fiscal year.

XV. CONSISTENT WITH LAW

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

XVI. RESOLUTION OF DISPUTES

The Director of Buyer Agency and Chief Financial Officer of Seller Agency, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the OCFO Office of Financial Operations and Systems (OFOS). The decision of OFOS shall be final.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:

By *Laura Green Zeilinger/dca* 08/15/2022
Laura Green Zeilinger Date
Director

FOR THE OFFICE OF THE CHIEF FINANCIAL OFFICER:

By *Glen M. Lee* 9/23/2022
Glen M. Lee Date
Chief Financial Officer

**APPENDIX A:
Service Level Agreements/Indicators**

<u>#</u>	<u>Operating Performance Standard</u>	<u>Performance Deficiency</u>
<u>1</u>	<p><u>EBT Central Computer Uptime</u></p> <p>The EBT Central Computer shall be up and available 99.9% of the scheduled uptime. 24 hours per day, seven days per week measured on a monthly basis, in accordance with processing specifications and requirements. Scheduled uptime shall mean the time the database is available and accessible for transaction processing and excludes scheduled downtime for routine maintenance. The EBT Central Computer consists of all system functions over which the Contractor/Subcontractor has direct control, either directly or through a subcontractor relationship.</p>	<p>Failure of EBT Central Computer to be up 99.9% with scheduled uptime measured on a monthly basis.</p>
<u>2</u>	<p><u>EBT System Uptime</u></p> <p>The total EBT system, including the host server, any network, intermediate processing facilities or gateway, shall be available 99% of scheduled uptime, 24 hours per day, 7 day per week, in accordance with processing specifications and requirements</p>	<p>Failure of the total EBT system to be “up” 99% of the scheduled uptime measured on a monthly basis.</p>
<u>3</u>	<p><u>EBT System Modifications</u></p> <p>The EBT System shall not be modified without notifying the District of Columbia.</p>	<p>Modification to the system without prior notification to the District of Columbia which adversely affects the District operations or their clients.</p>
<u>4</u>	<p><u>EBT Switching Services</u></p> <p>The Debit Switch service shall be available 99.8% in any calendar month after deduction for scheduled downtime or failure of communication lines or telecommunications equipment out of the reasonable control of the Contractor, in accordance <u>with contract requirements.</u></p>	<p>Failure to provide Debit Switch availability 99.8% of the time in any calendar month.</p>
<u>5</u>	<p><u>Settlement and ACH Processes</u></p> <ol style="list-style-type: none"> 1. The timeframe for ACH settlement window will be met 99.9% of the time measured within a 30 day rolling window. 2. AMA and ASAP entries will be made with 100% accuracy. 1. STARS daily redemption totals will be provided to the Benefit Redemption System Branch 	<p>Failure to meet timeframe for ACH settlement window 99.9% of the time measured within a 30 day rolling window.</p> <p>Two or more errors in providing AMA data to the FRB of Richmond over a two-month period.</p>

	<p>(BRSB) and the transmission of the ALERT with 100% accuracy.</p> <p>2. The EBT Contractor shall notify the District of Columbia of any settlement or reconciliation discrepancies within 12 hours.</p>	<p>Two or more errors in the daily redemption totals provided to the BRSB over a 60 day rolling period.</p> <p>Failure to provide notice of discrepancy within 12 hours.</p>
6	<p><u>Acceptance of Data or File Transmission</u></p> <p>The EBT Contractor's system shall be available to accept account set-up benefit authorization files or data transmissions 24 hours per day; seven days per week. The EBT System shall be made available within 60 minutes of being notified by the District that their system was not available to accept a file or data transmission</p>	<p>Failure of the EBT System to be available to accept account set-up or benefit authorization files or data transmissions 24 hours per day, seven days per week.</p>
7	<p><u>Card Specification</u></p> <p>The EBT Contractor shall provide the District of Columbia with an annual attestation indicating that all cards provided to the District during the preceding year, including disaster card inventories, meet the card specifications required in the Contract.</p> <p>In addition the EBT Contractor shall randomly select the District's card inventory and have it tested by an independent lab and shall provide the results of the test to the District of Columbia. In particular, the test results shall indicate the coercively level and rating of each tested card.</p>	<p>Failure to provide annual attestation.</p> <p>Failure to conduct annual test of randomly selected cards within 90 days of the contract anniversary date. Failure to provide independent test results within 90 days of the contract anniversary date.</p> <p>Failure to meet card specifications required in this Contract.</p>
8	<p><u>Benefit Availability</u></p> <p>Daily benefits received by 11:00 pm will be in the clients' accounts by 12:01 am the next morning.</p>	<p>Failure to have benefits available by 12:01 am for two or more days within a calendar month.</p>
9	<p><u>Transaction Response Time</u></p> <p>For leased line communications, 98% of EBT transactions shall be processed within 10 seconds or less, and 100% of EBT transactions shall be processed within 15 seconds. For dial up systems 95% of EBT transactions shall be processed within 15 seconds or less, and 100% of EBT transactions shall be processed within 20 seconds.</p>	<p>Failure to complete 98% of client EBT only POS transactions within 20 seconds for a month.</p>

<u>10</u>	<p><u>Inaccurate Transactions</u></p> <p>No more than 2 inaccurate transactions per every 10,000 EBT transactions processed including all types of SNAP and cash assistance transactions permitted at POS terminals and processing through the host computer, manual transactions entered into the system, credits to household accounts, and funds transfers to retailers. Accuracy shall be measured on a monthly basis.</p>	<p>Failure to maintain an accuracy standard of no more than 2 errors per every 10,000 EBT transactions within a 30 day rolling period.</p>
<u>11</u>	<p><u>Customer and Retailer Help Desks Performance</u></p> <p>1. 85% of all calls answered within 4 rings measured over a 2-month period. (4 rings are defined as 25 seconds.)</p> <p>2. 97% of all calls for Customer Service Representatives (CSR) answered within 2 minutes measured over a two-month period.</p>	<p>Failure to answer 85% of calls within 4 rings measured over a 2-month period.</p> <p>Failure to answer 97% of all calls for CSR within 2 minutes measured over a 2-month period.</p>
<u>12</u>	<p><u>Customer Service Complaints</u></p> <p>The EBT Contractor must respond to customer service complaints within the following timeframes:</p> <ul style="list-style-type: none"> • Priority One: 48 hours (e.g. card and account issues that negatively impact a cardholder's ability to access benefits.) • Priority Two: 5 business days (e.g. rudeness, or other issues that do not impact a cardholder's ability to access benefits.) 	<p>Priority One: Failure to respond within 48 hours.</p> <p>Priority Two: Failure to respond within 5 business day.</p>
<u>13</u>	<p><u>Host Response Time for Administrative Terminal Transactions</u></p> <p>Host response time for all administrative terminal transactions shall not exceed 2 seconds 98% of the time measured on a monthly basis.</p>	<p>Failure to respond to administrative terminal transactions within 2 seconds 98% of the time measured on a monthly basis.</p>
<u>14</u>	<p><u>Equipment Installation for EBT-only Retailers</u></p> <p>100% of POS terminals shall be installed and operational within 14 days of when the Contractor receives notification of retailer authorization from FNS measured within a 90 day rolling period. Retailer initiated delays are not included.</p>	<p>Failure to install 98% of the terminals within 14 days of the Contractor's receipt of notification from FNS measured within a 90 day rolling period, not including a delay in signing the contract by the retailer. Failure to follow up with a retailer who has not returned a contract within the allotted 10 calendar days.</p>
<u>15</u>	<p><u>EBT Only POS Equipment Replacement</u></p> <p>The EBT Contractor must ship, via overnight express, replacement POS equipment within 48 hours of a request for a replacement.</p>	<p>Failure to ship replacement POS equipment via overnight express within 48 hours of a request 98% of the time measured within a 30 day rolling period.</p>

<p><u>16</u></p>	<p><u>Card and PIN Issuance</u> Cards issued by mail, the EBT replacement cards, will be issued pinned and shall require activation by client via ARU.</p> <p>1. When the cards are issued by mail, the EBT Contractor shall mail cards no later than the next business day after receipt of a card issuance request.</p>	<p>Failure to issue cards through the mail. Failure to mail cards in accordance with contractual requirements 98% of the time measured on a monthly basis.</p>
<p><u>17</u></p>	<p><u>Access to System by Retailers Using a Third-Party Processor or Driving Their Own Terminals</u> When a retailer chooses to employ a third-party processor to drive its terminals or elects to drive its own terminals, access to the system shall be accomplished within 30 day period or a mutually agreed upon time, to enable any required functional certification to be performed by the Contractor</p>	<p>Failure to provide access to the system within a 30 day period, or within the mutually agreed upon time period, to 95% of the retailers using third party processors or driving their own terminals.</p>
<p><u>18</u></p>	<p><u>Project Status Reporting – After Conversion</u> 1. The Management Reports defined in this Contract shall be provided on a timely basis to the District. Weekly reports shall be provided by close of business on Mondays. Monthly reports shall be provided by the 15th of the following month. 2. Customer Service Statistics Reports shall be provided by the 15th of the following month.</p>	<p>Failure to deliver reports to the District within the required timeframe unless the District receives advance approval. Failure to deliver reports to the District within the required timeframe unless the District receives advance approval.</p>
<p><u>19</u></p>	<p><u>Response to Enhancement/Change Requests</u> The Contractor shall respond to Enhancement and Change requests with the estimated hours and time frame to complete the Enhancement and/or Change Request within two weeks of receiving the request. All change requests will have an approved start and completion date. In consultation with the District of Columbia, the EBT Contractor will designate Enhancement/Change Requests as low, medium, or high priority. Low priority changes shall be initiated within 180 calendar days of written approval by the District. Medium priority changes shall be initiated by the Contractor with 60 calendar days of written approval by the District, and high priority changes will be initiated by the Contractor within 30 calendar days of written approval by the District. Progress on open change requests must be included in the regularly scheduled Status Reports.</p>	<p>Failure to provide a response to any Enhancement and/or Change request within the promised timeframe on a monthly basis. Failure to initiate a low priority request within 180 calendar days of written approval by the District. Failure to initiate a medium priority request within 60 calendar days of written approval by the District. Failure to initiate a high priority request within 30 calendar days of written approval by the District. Failure to complete any change request by the approved completion date. Failure to report progress in Status Reports.</p>
	<p>Prior to conversion, a weekly Status Report shall be provided to the District.</p>	<p>Failure to deliver status report to the District on a weekly basis.</p>

INTRA DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: _____

DATE OF MOU: 10 /01 /21

SELLER INFORMATION

AGENCY: Office of the Chief Financial Officer

AGENCY CODE: AT0

NAME OF CONTACT: Nicole Dean Brown

ADDRESS: 1100 4th Street, S.W., 7th Floor

TELEPHONE: (202) 442-7125

EMAIL: Nicole.dean@dc.gov

AUTHORIZING OFFICER: _____ DATE: _____
Nicole Dean Brown

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Avenue, N.E., 6th Floor

Washington, DC 20002

TELEPHONE: (202) 671-4242

EMAIL: hayden.bernard@dc.gov

AUTHORIZING OFFICER: Hayden A. Bernard DATE: 09/12/2022
Hayden Bernard

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

SERVICE INFORMATION AND FUNDING CODES

GOOD/SERVICE: SNAP BENEFITS DISTRIBUTION

DATE: **10/01/21**

TOTAL: **\$624,977.18**

	<i>Agy</i>	<i>Year</i>	<i>Org Code</i>	<i>Index</i>	<i>PCA</i>	<i>Object</i>	<i>Agy Obj</i>	<i>Grant/Phase</i>	<i>Project/Phase</i>
Seller	AT0	22	7100	706U4	70400	4600	4600		7TBJA2/22
Buyer	JA0	22							

**MODIFICATION NUMBER TWO
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY
AND
DEPARTMENT OF HUMAN SERVICES**

Memorandum of Understanding (MOU), dated June 24, 2020, was entered into between the District of Columbia (District) Child and Family Services Agency (CFSA), the buyer agency, and the Department of Human Services (DHS), Family Services Administration (FSA), Youth Services Division (YSD), the seller agency, collectively referred to herein as the “Parties”.

WHEREAS, the MOU executed on June 24, 2020, provided in Section IV that the Parties may extend the term of the MOU by exercising a maximum of three (3) one-year option periods, and Section XII authorized modifications to the MOU.

WHEREAS the MOU entered into on June 24, 2020, was extended and modified by the Modification Number One entered into between the Parties on January 5, 2021 and functioned as option year one for Fiscal Year 2021.

THEREFORE, the Parties hereto exercise the second option year and hereby extend and modify the MOU as follows:

- I. Section III. SCOPE OF SERVICE: Sub-section A** is hereby deleted in its entirety and replaced with the following:

A. “RESPONSIBILITIES OF DHS

DHS shall:

1. Ensure one (1) FTE is dedicated to conducting an intake and providing services through the PASS program for youth referred by CFSA who are appropriate (See Section II. above) for the PASS program.
2. Provide CFSA with monthly data reports regarding the referred youth on the 15th of each month (or Monday if the 15th is on the weekend), unless otherwise agreed upon. YSD shall share Key Performance Indicators of outcomes regarding the CFSA referred youth and any ~~of~~ outcomes agreed upon by the Parties that are of importance to CFSA and YSD.
3. Ensure that project revenue and expenses are appropriately segregated and recorded in the District government’s financial management system, the System of Accounting and Reporting (SOAR).
4. Provide to CFSA the projected costs of providing services under this MOU. This detail shall be provided on the Intra-District Standard Request Form (IDSR).
5. Receive referrals from CFSA to the PASS Program for youth ages 10 to 17 years when there is evidence of status offenses (See Section II. above).

2. Coordinate the PASS program’s creation, maintenance, and submission of requested reports to the designated CFSA office(s) through the DHS Program Monitor or Contracting Officer’s Technical Representative (COTR).

DHS Program Monitor/COTR is designated as follows:

Sheila Clark, Interim Deputy Administrator
 Family Services Administration
 Youth Services Division
 Department of Human Services
 64 New York Avenue, N.E., 5th Floor
 Washington, DC 20002
 Phone: (202) 503-0604 (office)
 Email: sheila.clark@dc.gov

The PASS Program Monitor is designated as follows:

Eddie Lindler, LICSW, LCSW-C
 Family Services Administration
 Youth Services Division
 Department of Human Services
 64 New York Avenue N.E., 5th Floor
 Washington, DC 20002
 Phone: (202) 698-4337 (office)
 Email: Eddie.lindler@dc.gov

3. Continue exploration and benefit of adaptation of CFSA Community Portal as part of the referral process from CFSA social workers to enroll program participants for services. Continue to work with CFSA Child Information Systems Administration (CISA) on systems security to ensure language on forms and staff access is protected and secured.”

II. Section IV. DURATION OF MOU:

Pursuant to Section IV.B, the Parties hereby agree to extend the term of this MOU for one year, for Fiscal Year 2022, commencing on October 1, 2021 through September 30, 2022.

III. Section VI. FUNDING PROVISIONS, Sub-Sections A1 and A2 are hereby deleted and replaced with the following:

1. The total cost for services under this MOU shall not exceed ninety-eight thousand four hundred eighty-four dollars and seventy-three cents (\$98,484.73) for Fiscal Year (FY) 2022.
2. Funding for these services shall not exceed the actual cost of the services provided, including labor, materials and overhead, provided, all costs and expenditures shall not exceed ninety-eight thousand four hundred eighty-four dollars and seventy-three cents (\$98,484.73) for FY 2022.”

All other terms and conditions of the MOU shall remain in effect.

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

FOR CHILD AND FAMILY SERVICES AGENCY:

Robert L. Matthews

Robert L. Matthews
 Acting Director

02 / 03 / 2022

Date

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

01/28/2022
Date

TITLE	FY22 MOU with DHS for Parent and Adolescent Support Services...
FILE NAME	FY22 DHS CFSA PAS... - DHS Signed.pdf
DOCUMENT ID	0f7f0659b384fd183e43fbeb488451ec1cd15ebd
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

02 / 03 / 2022

08:46:36 UTC-5

Sent for signature to Robert L. Matthews
(robert.matthews2@dc.gov) from marc.elliott@dc.gov
IP: 71.191.131.236



VIEWED

02 / 03 / 2022

15:32:16 UTC-5

Viewed by Robert L. Matthews (robert.matthews2@dc.gov)
IP: 98.218.235.125



SIGNED

02 / 03 / 2022

15:32:25 UTC-5

Signed by Robert L. Matthews (robert.matthews2@dc.gov)
IP: 98.218.235.125



COMPLETED

02 / 03 / 2022

15:32:25 UTC-5

The document has been completed.

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER _____

Services: _____ AMOUNT: \$98,484.73

SELLER INFORMATION

AGENCY: Dept. of Human Services AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS : 64 NEW YORK AVENUE, NE, 4TH FLOOR
Washington, DC 20002

TELEPHONE # : (202)671-4240

FAX # :

AUTHORIZING OFFICER *D. Rutherford-Felix for H. Bernard* 02/08/2022

BUYER INFORMATION

AGENCY: CHILD AND FAMILY SERVICES AGENCY AGENCY CODE: RL0

NAME OF CONTACT: JUSTIN KOPCA

ADDRESS : 200 I STREET S.E. 2ND FLOOR
Washington DC 20003

TELEPHONE : 202-698-7471

FAX # :

AUTHORIZING OFFICER *Justin A. Ky* 02 / 08 / 2022

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
CHILD AND FAMILY SERVICES AGENCY
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), Office of Refugee Resettlement (ORR), the buyer agency, and the Child and Family Services Agency (CFSA), the seller agency, collectively referred to herein as the "Parties".

DHS has requested the services of CFSA to provide residential foster and congregate care services for thirty (30) youth who are eligible for the Unaccompanied Refugee Minors (URM) program for the period of October 1, 2021 to September 30, 2022. This is a one hundred percent (100%) cost reimbursement MOU, disbursed on a quarterly basis after approval of financial and programmatic reports by the DHS Agency Fiscal Officer and the ORR.

II. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The objective of this MOU is to establish the terms and conditions for the transfer of Refugee Resettlement Grant funds from DHS to CFSA for the purpose of providing residential foster care and social services to youth who received unaccompanied refugee minor immigration status and will remain in the custody of the District.

CFSA shall provide services to thirty (30) URM for the period of October 1, 2021 to September 30, 2022, through service providers located in the District. These services and activities shall include the provision of foster care and health care services, social adjustment programs, and the development of vocational programs for URM. The number of URM served and the funding associated with this MOU shall be governed by the terms contained within this MOU.

For purposes of this MOU, the term, "Unaccompanied Refugee Minors (URM)" shall be defined as refugee children resettled in the United States without parents or other close relatives. These children have either been separated from their parents in the process of fleeing their country of origin, the parents have assisted their children to escape while they remained in the country of origin, or the parents have been killed.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF CFSA

CFSA shall:

1. Monitor the placements and services for URM who have been placed in the custody of the District. Lutheran Social Services of the National Capital Area (LSS/NCA), the contracted CFSA provider, shall be responsible for the provision of placements, case management services and case supervision for the URM program.
2. Maintain a contract with LSS/NCA that requires LSS/NCA to:
 - a. Develop and implement an individualized case plan for the care and supervision of each URM, including a service plan leading to non-dependent emancipation or family reunification, and a review for each URM semi-annually. The written case plan, at a minimum, shall address each of the following areas:
 - i. Social adjustment;
 - ii. English language training;
 - iii. Career planning;
 - iv. Education/training, as appropriate;
 - v. Health needs;
 - vi. Suitable mode of care in the least restrictive setting;
 - vii. Development of socialization skills;
 - viii. Family reunification;
 - ix. Safety plans for minor victims of human trafficking;
 - x. Preservation of ethnic and religious heritage; and
 - xi. Mental health needs, if necessary.
 - b. Place the URM in family foster homes or group homes that:
 - i. Provide for the cultural and language needs of the child;
 - ii. Are community-based agency operated group homes; and
 - iii. Provide semi-independent living for eligible youth 17 years of age and up.
 - c. Provide cultural and URM Program orientation to the URM within seven (7) calendar days of placement in a foster or group home. Orientation should include the purpose and services provided through the URM Program, as well as an introduction to American culture.
 - d. Arrange for URM to have initial and annual physical examinations. An initial and annual physical examination report for each URM shall be submitted to the CFSA Social Worker/Monitor assigned to the service provider. All medical and mental health records shall be maintained in the case files for each URM and maintained in accordance with District and federal laws, regulations, and policies.
 - e. Establish a linkage between URM and their high school counselors by the end of their junior year, to develop a plan for their post-secondary education.
 - f. Assist each URM to identify community colleges, college, universities, and other educational programs of interest to them. The service provider shall

refer the URM to admissions and financial aid counseling when he or she is seeking higher education.

- g. Provide interpretation services and translation services as required by the D.C. Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Code §§ 2-1931 *et seq.*) and accompanying regulations.
- h. Provide cultural orientation services to URM and foster parents prior to and immediately following placement.
- i. Provide vocational orientation and academic preparation, which shall enable the URM to secure and maintain employment or pursue further educational training. The service provider shall also provide vocational services to introduce the URM to pre-vocational skills including, but not limited to:
 - i. Identifying realistic career goals and plans;
 - ii. Job search techniques;
 - iii. GED courses;
 - iv. Telephone interviews and use;
 - v. Resume/cover letter preparation;
 - vi. Appropriate on-the-job behavior; and
 - vii. Communication skills.
- j. Provide a vocational program with a work-study component which allows URM, when appropriate, to participate in cooperative work/study programs. The program should include a mechanism for monitoring the progress of URM on jobs and provide support as needed.
- k. Provide an independent living component for up to thirty (30) URM for the period of October 1, 2021 to September 30, 2022, to teach each referred URM to achieve economic, social, and personal self-sufficiency in a manner that is appropriate to his or her individual needs and abilities. The program shall include life skills and community awareness training to assist the youth to maintain independence in the community.
- l. Provide a program that includes group discussions and classes as well as living experiences. The service provider shall develop realistic individual goals designed to help the URM make the transition from foster care to independence. The following topics shall be included:
 - i. Paycheck issuance;
 - ii. Household budgeting;
 - iii. Money management and savings;
 - iv. Planning and preparing meals;
 - v. Shopping and food storage;
 - vi. Locating housing;
 - vii. Health and medical care resources; and
 - viii. Sex and family planning.
- m. Involve the house parents, foster parents or guardians in the assessment, treatment, and education of the URM.
- n. Ensure that regular meetings are scheduled with foster parents or house parents to discuss any progress or problem, which has occurred with the

- youth. Foster parents should also be encouraged to participate in family group therapy sessions.
- o. Visit the URM home and provide counseling to the youth and foster parents on a monthly basis, or more often as needed for youth who struggle or experience difficulty with the transition to the URM program. Maintain an accurate record of such meetings with the URM and document in the URM case file.
 - p. Develop an emancipation plan for the URM. The plan shall include a review of the minor's educational, social, and personal readiness.
 - q. Prepare reports for courts and administrative reviews and arrange for the URM and other resource persons to attend.
 - r. Advise CFSA and the DHS/FSA/ORR of any changes in URM placements.
 - s. Maintain, use, and disclose all information received, shared and created under this MOU as confidential and privileged information in accordance with: the Confidentiality and Disclosure of Records on Abused and Neglected Children Act of 1979, effective October 18, 1979 (D.C. Law 3-29; D.C. Code § 4-1303.06), as amended; Improved Child Abuse Investigation Amendment Act of 2002, effective October 19, 2002 (D.C. Law 14-206; D.C. Code §§ 4-1302.01, *et seq.*) as amended; the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101. D.C. Official Code § 4-209.04), as amended; the Health Insurance Portability and Accountability Act (HIPAA) of 1996, effective August 21, 1996 (Pub. L. No. 104-191; 42 U.S.C. §§ 1320d, *et seq.*), as amended; the Family Educational Rights and Privacy Act (FERPA), effective August 21, 1974 (20 U.S.C. § 1232g; 34 C.F.R. Part 99), as amended; the Data-Sharing and Information Coordination Amendment Act of 2010 (The Data Sharing Act), effective December 4, 2010 (D.C. Law 18-273; D.C. Code §§ 7-241, *et seq.*), as amended; 29 DCMR §§ 3000-3099; and any other relevant federal and District confidentiality statutes and regulations.
 - t. Ensure that the service provider and other related service providers employ staff with adequate training and experience to perform their duties as outlined in the contract.
 - u. Submit all required federal Refugee Resettlement reports and documentation to the ORR for timely submission to the federal Office of Refugee Resettlement.
 - v. Ensure that the service provider and other service providers render URM services in a manner that is consistent with District and federal law.
3. Submit to the ORR a quarterly expenditures report detailing expenditures for each URM.
 4. Ensure that proper and timely payments are made to the service provider and other related service providers.
 5. Submit a signed Intra-District Standard Request ("IDSR") form that identifies CFSA's funding attributes. The IDSR shall be returned with a signed copy of this

MOU. Subsequent IDSR shall accompany each cost reimbursement (Grantee Request for Funds) request along with the associated supportive documentation.

B. RESPONSIBILITIES OF DHS

DHS shall:

1. Submit a state plan to the federal Office of Refugee Resettlement (ORR) and respond to any inquiry from this federal office concerning the District's URM Program.
2. Submit a budget to ORR and other required documents to ensure that the District's program is reimbursed with available federal funds.
3. Pay to CFSA the agreed upon amount based on actual allowable expenditures according to ORR guidelines.
4. Together with CFSA, provide administrative oversight to the URM Program.

IV. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated or modified in writing by the Parties prior to expiration.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of one (1) one-year option period, for a total of two (2) years. The option period may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. DHS shall provide CFSA with written notice of its intent to exercise an option period 90 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The United States Refugee Act of 1980, as amended (Pub. L. No. 96-212, 8 U.S.C. §1101 *et seq.*, 45 C.F.R. § 400.1 *et seq.*); D.C. Code § 1-301.01(k); and any other applicable District and federal law and regulation.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed one million nine hundred twenty thousand nine hundred ninety-seven dollars and fifty-seven cents (\$1,920,997.57) for Fiscal Year (FY) 2022 to reimburse CFSA for providing residential foster care, congregate care, and social services to thirty (30) URM who are in the custody of the District. Funding for the services shall not exceed the actual cost of the goods or services, based on the actual number of URM at the rates

provided in the attached budget, provided, all costs and expenditures shall not exceed one million nine hundred twenty thousand nine hundred ninety-seven dollars and fifty-seven cents (\$1,920,997.57) for FY 2022. Funding is subject to the availability of federal FY 2022 funds.

2. The estimated cost of this MOU is based on the provision of services to be provided to thirty (30) URM in accordance with the terms of the MOU, and during the term of this MOU.
3. In the event of termination of the MOU, payment to CFSA shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.
4. Quarterly reimbursements shall be made after DHS has reviewed and approved the quarterly expenditures report.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to CFSA based on the total amount of this MOU.
2. CFSA shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers; and (3) overhead costs, provided all costs and expenditures shall not exceed one million nine hundred twenty thousand nine hundred ninety-seven dollars and fifty-seven cents (\$1,920,997.57) for FY 2022.
3. Advances to CFSA for the services to be performed or goods to be provided shall not exceed the amount of this MOU.
4. CFSA shall relieve the advance and bill DHS through the Intra-District process only for those goods and services actually provided pursuant to the terms of this MOU.
5. CFSA shall return any excess advance to DHS by September 30th of the current fiscal year.
6. CFSA shall be responsible for any amounts ultimately disallowed by an audit.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Code §§ 47-355.01-355.08; (iii) D.C. Code § 47-105; and (iv) D.C. 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. COMPLIANCE AND MONITORING

CFSA shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IX. TERMINATION

Either Party may terminate this MOU, in whole or in part, by giving thirty (30) calendar days advance written notice to the other Party.

X. NOTICE

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

For DHS:

Debra Crawford
State Refugee Coordinator
Family Services Administration
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 299-2153 or (202) 698-4323
E-mail: Debra.Crawford@dc.gov

For CFSA:

Ann Reilly
Deputy Director
Program Operations Administration
201 I Street, S.E.
Washington, DC 20003
Phone: (202) 727-5206 or (202) 442-6100
E-mail: Ann.Reilly@dc.gov

XI. RESOLUTION OF DISPUTES

The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of the Chief Financial Officer, Office of Financial Operations and Systems.

XII. RECORDS AND REPORTS

CFSA shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of DHS and other officials as may be specified by the District at its sole discretion.

XIII. CONFIDENTIAL INFORMATION

The Parties to this MOU shall comply with all federal, District and local statutes, regulations, and policies regarding the confidentiality of protected information and will use, restrict, safeguard, and dispose of all information related to services provided by this MOU including names and social security numbers. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of CFSA and DHS.

Additionally:

- A. The Parties shall reasonably and appropriately protect the confidentiality, integrity, and availability of data received through this MOU.
- B. The parties shall take steps to prevent data received through this MOU from falling into the possession of unauthorized persons or organizations.
- C. The Parties shall notify the Privacy Officers of each agency immediately, but not later than twenty-four (24) hours following discovery of an actual or suspected privacy or security incident. Reports shall be made both orally and in writing and shall detail the events that led to the actual or suspected privacy or security incident.
- D. Except as required by law to fulfill their authorized program functions, the Parties shall not further share, electronically transmit, or permit access to data shared under this MOU without written mutual agreement and shall only transmit or permit such access if the information is secured in a manner that is consistent with applicable law.
- E. Data obtained from the Parties that is transmitted via email shall be encrypted at both ends of the transmission using TLS 1.2 or better technology. Where encrypted email is not confirmed to be available on both ends, the Parties shall transmit identifiable data in an encrypted attachment, without reference to identifiable information in the body of the email.
- F. The Parties agree that staff and other workforce members, including contractors, who violate the provisions of this MOU shall be subject to discipline in accordance with agency policies, the District's Personnel Manual, applicable collective bargaining agreements, and vendor agreements.
- G. The Parties shall use any Protected Health Information (PHI) and Personally Identifiable Information (PII) shared pursuant to this MOU solely to accomplish their obligations under this agreement, as required or permitted by law, and solely in a manner consistent with the terms and conditions of this MOU.
- H. The Parties agree to access and disclose the minimum necessary amount of data that is required for a specific task or purpose.
- I. The Parties shall take appropriate action to safeguard all data elements against any unauthorized use or disclosure. Additionally, the Parties shall take preventive actions agreed upon by the effected Party to avoid future misuse or disclosures.
- J. These provisions regarding confidentiality and data protection shall survive termination or expiration of this MOA, or cessation of the work described herein, whatever the reasons therefore.
- K. All Personable Identifiable Information (PII) that is loaded at rest in a database for record-keeping purposes, shall be encrypted using AES 256 or better technology.

XIV. CONSISTENT WITH LAW

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

XV. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (Law 18-37, D.C. Code § 2-351.01 *et seq.*) to procure the goods or services.

XVI. MISCELLANEOUS

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

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

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

Date: 12/21/2021

FOR THE CHILD AND FAMILY SERVICES AGENCY:

Robert L Matthews

Robert L. Matthews
Acting Director

Date: 01 / 05 / 2022



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 10/01/21 - 09/30/22

SELLER INFORMATION

AGENCY: Child and Family Services

RL0

NAME OF CONTACT: Justin Kopca

ADDRESS : 200 I Street, S.E.
Washington, D.C. 20003

TELEPHONE # : 202-727-7676

FAX # :

AUTHORIZING OFFICER



DATE: 03 / 10 / 2022

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Avenue, N.E.
Washington, DC

TELEPHONE # : 202-671-4200

FAX # :

AUTHORIZING OFFICER

D. Rutherford - felix for H. Bernard

DATE: 05 / 04 / 2022

Total of Goods and Services Purchased: \$ 1,920,997.57

PLEASE SEE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF HUMAN RESOURCES
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (“District”) Department of Human Services (“DHS” or “Buyer Agency”) and the Department of Human Resources (“DCHR” or “Seller Agency”), collectively referred to herein as the “Parties.”

II. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code §§ 1-301.01(k), and D.C. Official Code §§ 1-608.01 and 1-612, *et seq.* The MOU is entered into to carry out the provisions of Title 6-B, Chapters 6, § 824 of the DCMR.

III. PROGRAM GOALS AND OBJECTIVES

DCHR is responsible for administering the District Leadership Program (“DLP”), which offers interns unique opportunities to work on a wide range of practical and developmental projects alongside leading professionals and practitioners. The objective for these interns is to gain experience to assist with future challenges and pursuits.

For the purposes of this MOU, DCHR shall provide DHS with one (1) student intern from the DLP program, and the Parties will jointly partner to provide students at the upper undergraduate (juniors and seniors) and graduate levels with valuable internship experience as part of the DLP program, for the period of June 6, 2022 to September 30, 2022.

IV. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

Through the duration of this MOU, Seller Agency shall provide the following services:

1. A comprehensive process for the recruitment, assessment, and identification of potential program candidates;
2. A learning and development program for interns, which includes orientation, workforce development courses, seminars facilitated by guest speakers, and engagement activities with leaders of agencies and emerging leaders program participants and alumni;
3. Provide Buyer Agency with one (1) DLP intern during the time period covered by this MOU;
4. Implementation of Buyer Agency's decisions regarding all intern matters related to recognition, evaluation, and discipline, in accordance with applicable District laws, policies and requirements; and
5. Reasonable program guidance to Buyer Agency in support of the selected intern, as needed.

B. RESPONSIBILITIES OF BUYER AGENCY

In support of the above services, Buyer Agency shall:

1. Advance to Seller Agency twelve thousand two hundred forty-five dollars and thirty-eight cents (\$12,245.38) to provide the funding outlined in this MOU to support one (1) intern for the summer DLP internship program from June 6, 2022 to September 30, 2022;
2. Provide Seller Agency information regarding all intern matters related to recognition, evaluation, and discipline;
3. Provide a project outline with a description of work for each intern; and
4. Attend meet and greet sessions, orientation week, and other internship events hosted by other DC Government agencies with assigned DLP interns.

V. DURATION OF MOU

The period of this MOU shall be from June 6, 2022, through September 30, 2022, unless terminated in accordance with Section XI prior to the expiration of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. The total cost for services under this MOU shall not exceed twelve thousand two hundred forty-five dollars and thirty-eight cents (\$12,245.38), which equals the sum of the salary and fringe benefits to be paid to the DLP intern.

2. Funding for services under this MOU for Fiscal Year (FY) 2022 shall not exceed the actual cost of services provided, including labor and overhead.

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. The advance to Seller Agency for the services to be performed shall not exceed the total amount of this MOU, twelve thousand two hundred forty-five dollars and thirty-eight cents (\$12,245.38).
3. The Intra-District advance to Seller Agency shall be made by Buyer Agency within thirty (30) days of execution of this MOU.
4. Seller Agency shall submit monthly reconciliations, which may include (1) list of materials and their costs; (2) labor costs including hourly rates and benefits; and (3) actual cost of overhead.
5. Seller Agency shall receive the advance and bill the Buyer Agency through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days prior to the end of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days prior to the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.05 (2015 Repl. & 2017 Supp.); (iii) D.C. Official Code § 47-105 (2015 Repl.); and, (iv) D.C. Official Code § 1-204.46 (2016 Repl.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. MODIFICATIONS

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

VIII. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated and agree to be governed by the Comprehensive Merit Personnel Act, as implemented by the District Personnel Manual.

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

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 years from the date of expiration or termination of this MOU and, upon the request of Buyer Agency or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of Buyer Agency or the relevant District of Columbia government agency in its sole discretion.

XI. TERMINATION

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

XII. NOTICES

The following individuals are the contact points for each Party:

For DHS:

Constance Best
Human Resources Officer
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
(202) 480-7301

For DHR:

Darnnella Adams
Human Resources Specialist
Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003
(202) 442-9600

XIII. PROCUREMENT PRACTICES ACT

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

XIV. RESOLUTION OF DISPUTES

The Directors for DHS and DCHR, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems in writing for final resolution.

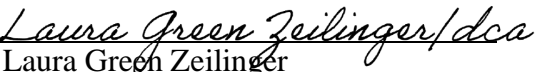
XV. CONFIDENTIAL INFORMATION

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

[signature page follows]

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

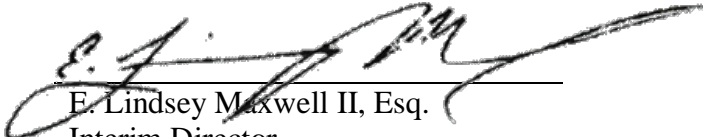
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

05/10/2022
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES:



E. Lindsey Maxwell II, Esq.
Interim Director

5/17/2022
Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: **BE0**

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : (202) 727-0659

For
AUTHORIZING OFFICER - *Yared D. Assefa* DATE: 5/19/2022

BUYER INFORMATION

AGENCY: DHS AGENCY CODE: **JA0**

NAME OF CONTACT: Hayden Bernard

ADDRESS : 64 New York Avenue, NE 6th Floor
Washington, DC 20001

TELEPHONE # : 202 - 671 - 4240

FAX # : 202 -

AUTHORIZING OFFICER *R. Rutherford - felix for H. Bernard* DATE: 06 / 08 / 2022

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: DCHR to administer DLP Program

Total 12,245.38

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	22	0001	0700	JA22B	33000	4600	4600		JA22BE -01
Buyer	JA0	22	1000	0100	APMAP	AD107	0408	0408		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ **TOTAL:** _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller										
Buyer										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ **TOTAL:** _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ **TOTAL:** _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										



DATE: 2/10/22

DUE DATE: _____

DEADLINE DATE: _____

Expedite Process

DIVISION TITLE: PSD CAPITAL CONSTRUCTION, COMMUNICATION, FACILITIES, HUMAN RESOURCE, LEGAL OCFO, PROTECTIVE SERVICES PORTFOLIO SUSTAINABILITY DIVISION FUND IDENTIFIER: AMP, ASM, FMD, PSD, (CCD capital or operating), C&P, ENM (MOU's require identifier included on the subject line)		SUBJECT: FY22 PSD Security, Janitorial, and Trash Collection MOU	
ORIGINATOR:		NAME: Silverio Ramirez PHONE NUMBER: 202.390.1751	
TITLE	NAME	Director Received Date:	
		INITIAL	DATE
Training Specialist	VENOLA JOHNSON		
Applicable Associate Director	CHRISTOPHER PRINCE, ACTING DONNY GONZALEZ GEORGE LEWIS TIWANA HICKS SHAWN WINSLOW TIFFANY MOORE JOHN A. STOKES MATT FLOCA	CBP	02/11/2022
Resource Allocation	WANDA JONES		
Deputy Chief Operating Officer	DANIELLE MEADORS	DM	02/11/2022
Chief Administrative Officer	MICHELLE DEE	MD	02/11/2022
Agency Fiscal Officer	ANTOINETTE HUDSON-BECKHAM		

Supervisory Attorney	BETH-SHERRI AKYEREKO CHARLES BROWN KATHERINE JOUGH KRISTEN WALP VAUGHN ADAMS			VA	02/11/2022
General Counsel	XAVIER BELTRAN			XB	02/11/2022
Director	KEITH A. ANDERSON			CAA	02/11/2022

Summary:

The purpose of this MOU is to transfer funding from DHS/FSA to DGS to pay for appropriate DGS **security officers** across District facilities, **janitorial services** across District facilities, and **trash collection services** across District facilities.

The period of this MOU is from **October 1, 2021 to September 30, 2022.**

The amount of this MOU is not to exceed **\$5,716,513.13**

For all documents:

Title of Document:

Contracting Party (if applicable):

For Portfolio Division documents only:

Realty Specialist:

Attorney Assigned (if applicable):

District as: Landlord Tenant Licensee Licensor Declarant
 Permitter Permittee Grantee Grantor Other

Type of Document: In-Lease Amendment to In-Lease In-License Out-License
 Out-Lease Amendment to Out-Lease MOU LOI
 ANC Letter Other

_____ (Legal - insert from Salesforce options)

Date Document Executed: _____

ELMO

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE
DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of General Services (DGS), Protective Services Division (PSD) and the Department of Human Services (DHS), Family Services Administration (FSA), collectively referred to herein, individually as “Party” and collectively as the “Parties.”

DHS has requested contract security guard services at District homeless shelters from the DGS/PSD and additional janitorial services at District homeless shelters/hypothermia centers from DGS. DGS/PSD shall post armed/unarmed Contract Special Police Officers (collectively referred to herein as “Officers”) at District homeless shelter sites/hypothermia centers located in Washington, DC as specified in **Attachment A**.

DGS shall also provide additional janitorial services at District homeless shelters/hypothermia centers located in Washington, DC as specified in **Attachment B**.

DGS shall also provide trash collection services at District homeless shelters/hypothermia centers located in Washington, DC as specified in **Attachment C**.

The purpose of this MOU is to transfer funding from DHS/FSA to DGS to pay for appropriate DGS Officers across District’s facilities as specified in **Attachment A**, additional janitorial services across District’s facilities as specified in **Attachment B**, and trash collection services across District’s facilities as specified in **Attachment C**. All three (3) Attachments are included as part of this MOU and incorporated by reference.

II. PROGRAM GOALS AND OBJECTIVES

DHS’ mission is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. FSA is the administration within DHS that provides protection, intervention, and social services, including services such as shelter and homelessness prevention in the District, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

DGS' mission is to build, maintain, and sustain the District's real estate portfolio, which includes more than 157 million square feet of land and 35.7 million square feet of state-of-the-art facilities in Washington, D.C. This work allows the agency to foster economic viability, environmental stewardship, and equity across all eight (8) wards.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF DGS

1. DGS/PSD shall post the specific number and type (armed/unarmed) of Officers on the days and times specific in **Attachment A**.

The Officer's responsibilities shall include:

- a. Conducting periodic roving foot patrols.
 - b. Responding to all duress incidents, taking immediate action to de-escalate disruptive activity, and maintaining the proper decorum in the area.
 - c. Appropriately responding to the observation or report of suspicions, emergency, and criminal activities.
 - d. Advising a supervisor and the PSD Watch Commander at (202)727-8031, of suspicious activity, offenses and/or incidents.
 - e. Ensuring a verbal report on all unusual incidents will be given to PSD Watch Commander, followed by a written Incident Report which shall be forwarded electronically to the Contract Administrator and applicable DHS supervisor prior to the end of the tour of duty.
 - f. Refraining from socializing with facility staff or visitors and ensuring constant security presence throughout the day.
2. DGS shall provide janitorial services as specified in **Attachment B**.
 - DGS shall provide janitorial services at District homeless shelters or hypothermia shelters as specified in **Attachment B**.
 3. DGS shall provide trash collection services as specified in **Attachment C**.
 - DGS shall provide trash collection services at District homeless shelters or hypothermia shelters as specified in **Attachment C**.

B. RESPONSIBILITIES OF DHS

1. DHS/FSA Managers shall work collaboratively and cooperatively with the Officers, informing PSD of any absences in attendance and of any required scheduling changes.
2. DHS/FSA shall work collaboratively with DGS/PSD on the development of Post Orders for each location that fully encompasses the work of the Officers.
3. Transfer an aggregate amount not to exceed **five million seven hundred sixteen thousand five hundred thirteen dollars and thirteen cents (\$5,716,513.13)** to DGS for security, janitorial and trash collection services as specified in **Attachments A, B, and C**.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); The DGS Establishment Act of 2011, effective September 14, 2011 (D.C. Law 19-21, October 1, 2011; D.C. Official Code § 10-551.01, *et seq.*); the Homeless Services Reform Act of 2005 (HSRA), effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-751.01, *et seq.*), as amended; and any other applicable District or federal law and regulation.

VI. FUNDING PROVISIONS

A. COST SERVICES

1. Total cost for goods and services under this MOU shall not exceed **five million seven hundred sixteen thousand five hundred thirteen dollars and thirteen cents (\$5,716,513.13)** in Fiscal Year (FY) 2022. Funding for the services shall not exceed the actual cost of the services, based on the information provided in **Attachments A, B, and C**, provided, all costs and expenditures shall not exceed **five million seven hundred sixteen thousand five hundred thirteen dollars and thirteen cents (\$5,716,513.13)** for FY 2022.
2. The estimated cost of this MOU is based on a total cost of services agreed upon, as outlined in **Attachments A, B, and C**, during the term of this MOU.
3. In cases where DGS/PSD does not provide services for the number of days or hours specified in the MOU and **Attachments A, B, and C**, payment to DGS/PSD shall be reduced to reflect the actual number of days or hours worked by the Officers at the rates provided in **Attachments A, B, and C**.
4. In the event of termination of the MOU, payment to DGS/PSD shall be held in abeyance until all required fiscal reconciliation is completed.

B. PAYMENT

1. Payment for goods and services in parts or in whole shall be made via Intra District funds transfer by DHS to DGS/PSD based on advanced requests submitted by DGS.
2. Payment to DGS for the services to be performed shall not exceed the amount of this MOU, **five million seven hundred sixteen thousand five hundred thirteen dollars and thirteen cents (\$5,716,513.13) for FY 2022.**
3. DHS may deny payments to DGS for services not provided pursuant to the terms of this MOU.
4. The Directors of DHS and DGS, or their designees, shall resolve adjustments and disputes arising from services performed under this MOU. If the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C Office of Financial Operations and Systems in the Office of the Chief Financial Officer.

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, 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.

VII. COMPLIANCE AND MONITORING

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

VIII. RECORDS AND REPORTS

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

IX. PROCUREMENT PRACTICES REFORM ACT

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

351.01, *et seq.*) (2012 Repl. and 2016 Supp.)) to procure the goods or services of the agent or third party.

X. CONFIDENTIAL INFORMATION

Both Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, including any information developed through an investigation or prosecution of a case, in accordance with all relevant federal and local statutes, regulations, policies, and the relevant provisions of the Internal Revenue Code. Information received by either Party in the performance of this MOU shall remain the property of the DHS.

XI. SPECIAL PROVISIONS FOR TERMINATION OF THE MOU

DHS or DGS may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party on the following grounds:

- A. Lack of funding;
- B. Changes in applicable law;
- C. Changes in the structure or nature of the program;
- D. Elimination of the program or service;
- E. Failure of either Party to follow District laws, rules, or regulations; or
- F. Failure of either Party to follow the terms of this MOU.

XII. NOTICE

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

For DGS:

Michelle Dee
Chief Administrative Officer
Department of General Service
2000 14th Street, N.W.
Phone: (202) 596.7827
Washington, DC 2009
Email: michelle.dee@dc.gov

For DHS:

Lisa Franklin
Capital Projects Operations Manager
Department of Human Services
64 New York Avenue, N.E.
Phone: (202) 671-4401
Washington DC 20002
Email: lisa.franklin@dc.gov

XIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIV. MISCELLANEOUS

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

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

FOR THE DEPARTMENT OF GENERAL SERVICES:

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: e74c034d0463f4428ca3b9751bee9b1

Date: 02/11/2022

Keith A. Anderson
Director

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca

Laura Green Zeilinger
Director

Date: 01/25/2022

Summary Table of Costs

SERVICES	COSTS
Attachment A: Security Services	\$4,775,967.62
Attachment B: Janitorial Services	\$906,796.00
Attachment C: Trash Collection Services	\$33,749.51
TOTAL	\$5,716,513.13

FY22 DHS Warming Center | November 1, 2021 to April 10, 2022

Site	Sector	Agency	Operational Days	Start Time	End Time	Hours per Day	USPO	SO	Hourly Rate	Daily Total	Days	Subtotal Cost
640 10th Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11	5		\$52.79	\$2,903.45	115	\$ 333,896.75
640 10th Street, NE	1&3	DHS	Sat & Sun	12:00 AM	12:00 AM	24	5		\$52.79	\$6,334.80	46	\$ 291,400.80
640 10th Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11		1	\$39.48	\$434.28	115	\$ 49,942.20
640 10th Street, NE	1&3	DHS	Sat & Sun	12:00 AM	12:00 AM	24		1	\$39.48	\$947.52	46	\$ 43,585.92
											Subtotal:	\$ 718,825.67

FY22 DHS Warming Center *HOLIDAYS* | November 1, 2021 to April 10, 2022

Site	Sector	Agency	Operational Days	Start Time	End Time	Hours per Day	USPO	SO	Hourly Rate	Daily Total	Days	Subtotal Cost
640 10th Street, NE	1&3	DHS	Holidays	12:00 AM	12:00 AM	24	5		\$52.79	\$6,334.80	6	\$ 38,008.80
640 10th Street, NE	1&3	DHS	Holidays	12:00 AM	12:00 AM	24		2	\$39.48	\$1,895.04	6	\$ 11,370.24
											Subtotal:	\$ 49,379.04

FY22 DHS Warming Center | April 11, 2022 to April 15, 2022

Site	Sector	Agency	Operational Days	Start Time	End Time	Hours per Day	USPO	SO	Hourly Rate	Daily Total	Days	Subtotal Cost
640 10th Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11	5		\$54.51	\$2,998.05	5	\$ 14,990.25
640 10th Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11		1	\$40.97	\$450.67	5	\$ 2,253.35
											Subtotal:	\$ 17,243.60

TOTAL: \$ 785,448.31

FY22 DHS Warming Center | November 1, 2021 to April 10, 2022

Site	Sector	Agency	Operational Days	Start Time	End Time	Hours per Day	USPO	SO	Hourly Rate	Daily Total	Days	Subtotal Cost
1310 Childress Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11	5		\$52.79	\$2,903.45	115	\$ 333,896.75
1310 Childress Street, NE	1&3	DHS	Sat & Sun	12:00 AM	12:00 AM	24	5		\$52.79	\$6,334.80	46	\$ 291,400.80
1310 Childress Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11		1	\$39.48	\$434.28	115	\$ 49,942.20
1310 Childress Street, NE	1&3	DHS	Sat & Sun	12:00 AM	12:00 AM	24		1	\$39.48	\$947.52	46	\$ 43,585.92
Subtotal:											\$ 718,825.67	

FY22 DHS Warming Center *HOLIDAYS* | November 1, 2021 to April 10, 2022

Site	Sector	Agency	Operational Days	Start Time	End Time	Hours per Day	USPO	SO	Hourly Rate	Daily Total	Days	Subtotal Cost
1310 Childress Street, NE	1&3	DHS	Holidays	12:00 AM	12:00 AM	24	5		\$52.79	\$6,334.80	6	\$ 38,008.80
1310 Childress Street, NE	1&3	DHS	Holidays	12:00 AM	12:00 AM	24		2	\$39.48	\$1,895.04	6	\$ 11,370.24
Subtotal:											\$ 49,379.04	

FY22 DHS Warming Center | April 11, 2022 to April 15, 2022

Site	Sector	Agency	Operational Days	Start Time	End Time	Hours per Day	USPO	SO	Hourly Rate	Daily Total	Days	Subtotal Cost
1310 Childress Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11	5		\$54.51	\$2,998.05	5	\$ 14,990.25
1310 Childress Street, NE	1&3	DHS	Mon - Fri	8:00 PM	7:00 AM	11		1	\$40.97	\$450.67	5	\$ 2,253.35
Subtotal:											\$ 17,243.60	

TOTAL: \$ 785,448.31

FY22 DHS Pat Handy Contract Security Costs | September 1, 2021 - January 31, 2022

Site	Sector	Agency	Purpose	Operational Days	Start Time	End Time	Hours Per Day	ASPO/USPO	Hourly Rate Contract	SO	Hourly Contract Rate	Daily Total	Days	Subtotal Cost
810 5th Street, NW	2	DHS	Shelter	10/1/21 - 10/26/21	12:00 AM	12:00 AM	24	10	\$44.92	1	33.63	\$11,587.92	26	\$301,285.92
810 5th Street, NW	2	DHS	Shelter	10/27/21 - 1/31/22	12:00 AM	12:00 AM	24	10	\$46.37	1	34.64	\$11,960.16	171	\$2,045,187.36

***FY22 Total: \$2,346,473.28**

November

Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Labor Cost	Est Monthly Material Cost	Combined Monthly Total Est
Janitor #1	30	16	1	\$39.50	\$632.00	\$18,960.00	\$3,750.00	\$22,710.00
Janitor #2	30	16	1	\$39.50	\$632.00	\$18,960.00	\$0.00	\$18,960.00
Janitor #3 (Split Shift)	30	8	1	\$39.50	\$316.00	\$9,480.00	\$0.00	\$9,480.00
Rover-Supervisor	30	8	1	\$39.50	\$316.00	\$9,480.00	X	\$9,480.00

Nov 2021 Est. Cost for 3 Locations Sherwood, Banneker,Trinidad
\$162,930.00

December

Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Labor Cost	Est Monthly Material Cost	Combined Monthly Total Est
Janitor #1	31	16	1	\$39.50	\$632.00	\$19,592.00	\$3,750.00	\$23,342.00
Janitor #2	31	16	1	\$39.50	\$632.00	\$19,592.00	\$0.00	\$19,592.00
Janitor #3 (Split Shift)	31	8	1	\$39.50	\$316.00	\$9,796.00	\$0.00	\$9,796.00
Rover-Supervisor	31	8	1	\$39.50	\$316.00	\$9,796.00	X	\$9,796.00

Dec 2021 Est. Cost for 3 Locations Sherwood, Banneker,Trinidad
\$167,986.00

January

Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Labor Cost	Est Monthly Material Cost	Combined Monthly Total Est
Janitor #1	31	16	1	\$39.50	\$632.00	\$19,592.00	\$3,750.00	\$23,342.00
Janitor #2	31	16	1	\$39.50	\$632.00	\$19,592.00	\$0.00	\$19,592.00
Janitor #3 (Split Shift)	31	8	1	\$39.50	\$316.00	\$9,796.00	\$0.00	\$9,796.00
Rover-Supervisor	31	8	1	\$39.50	\$316.00	\$9,796.00		\$9,796.00

Jan 2022 Est. Cost for 3 Locations Sherwood, Langdon,Trinidad
\$167,986.00

February

Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Labor Cost	Est Monthly Material Cost	Combined Monthly Total Est
Janitor #1	28	16	1	\$39.50	\$632.00	\$17,696.00	\$3,750.00	\$21,446.00
Janitor #2	28	16	1	\$39.50	\$632.00	\$17,696.00	\$0.00	\$17,696.00
Janitor #3 (Split Shift)	28	8	1	\$39.50	\$316.00	\$8,848.00	\$0.00	\$8,848.00
Rover-Supervisor	28	8	1	\$39.50	\$316.00	\$8,848.00	X	\$8,848.00

Feb 2022 Est. Cost for 3 Locations Sherwood, Langdon,Trinidad
\$152,818.00

March

Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Labor Cost	Est Monthly Material Cost	Combined Monthly Total Est
Janitor #1	31	16	1	\$39.50	\$632.00	\$19,592.00	\$3,750.00	\$23,342.00
Janitor #2	31	16	1	\$39.50	\$632.00	\$19,592.00	\$0.00	\$19,592.00
Janitor #3 (Split Shift)	31	8	1	\$39.50	\$316.00	\$9,796.00	\$0.00	\$9,796.00
Rover-Supervisor	31	8	1	\$39.50	\$316.00	\$9,796.00	X	\$9,796.00

March 2022 Est. Cost for 3 Locations Sherwood, Langdon,Trinidad
\$167,986.00

April

Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Labor Cost	Est Monthly Material Cost	Combined Monthly Total Est
Janitor #1	15	16	1	\$39.50	\$632.00	\$9,480.00	\$3,750.00	\$13,230.00
Janitor #2	15	16	1	\$39.50	\$632.00	\$9,480.00	\$0.00	\$9,480.00
Janitor #3 (Split Shift)	15	8	1	\$39.50	\$316.00	\$4,740.00	\$0.00	\$4,740.00
Rover-Supervisor	15	8	1	\$39.50	\$316.00	\$4,740.00	X	\$4,740.00

April 2022 Est. Cost for 3 Locations Sherwood, Langdon,Trinidad
\$87,090.00

Est Costs for 3 Locations (Nov 2021-April 2022)
\$906,796.00

CONTRACT OR	PURCHASE ORDER #	BILLING PERIOD	CLIN	AGENCY	"CUSTOMER AGENCY"	Locations	WARD	NUMBER OF TRASH CONTAINERS	WEEKLY SCHEDULE	NUMBER # WEEKLY PULLS	TOTAL ESTIMATED # PERIOD PULLS/PER SEASON (Containers X 21.4 WK Period Pulls)	TOTAL Q1 # PULLS (AB x AD x X wks)	TOTAL Q2 # PULLS (AB x AD x X wks)	TOTAL Q3 # PULLS (AB x AD x X wks)	TOTAL Q4 # PULLS (AB x AD x X wks)	COLLECTION/SERVICE PRICE (PER CONTAINER)	Total Site Cost
F&L Construction	TBD	TBD	4022	DGS	DHS/HYPOTHERMIA	Langdon Recreation Center	1	2	M/T/W/TH/F/S	6	257					\$ 20.00	\$ 5,136.00
JLT Trucking	TBD	TBD	1033	DGS	DHS/HYPOTHERMIA	Langdon Recreation Center	1	1	M/T/W/TH/F/S	6	128					\$ 17.17	\$ 2,204.63
F&L Construction	TBD	TBD	3206	DGS	DHS/HYPOTHERMIA	Sherwood Recreation Center	6	2	M/T/W/TH/F/S	6	257					\$ 20.00	\$ 5,136.00
JLT Trucking	TBD	TBD	2009	DGS	DHS/HYPOTHERMIA	Sherwood Recreation Center	6	1	M/T/W/TH/F/S	6	128					\$ 17.17	\$ 2,204.63
F&L Construction	TBD	TBD	3247	DGS	DHS/HYPOTHERMIA	Trinidad Recreation Center	5	1	M/T/W/TH/F/S	6	128					\$ 20.00	\$ 2,568.00
JLT Trucking	TBD	TBD	2032	DGS	DHS/HYPOTHERMIA	Trinidad Recreation Center	5	1	M/T/W/TH/F/S	6	128					\$ 17.17	\$ 2,204.63
F&L Construction	TBD	TBD	3003	DGS	DHS/HYPOTHERMIA	Adams Place Day Center	5	2	M/T/W/TH/F/S	6	257					\$ 20.00	\$ 5,136.00
JLT Trucking	TBD	TBD	2032	DGS	DHS/HYPOTHERMIA	Adams Place Day Center	5	1	M/T/W/TH/F/S	6	128					\$ 17.17	\$ 2,204.63
JLT Trucking	TBD	TBD	2032	DGS	DHS/HYPOTHERMIA	Adams Place Day Center	5	1	on-call wkly roll off**	6	19					\$ 160.00	\$ 3,040.00
North Capitol Partners	TBD	TBD	N/A	DGS	DHS	DHS Shelters (seasonal) Bulk***	VARIOUS	1	On-call (seasonal)	1	17					\$ 225.00	\$ 3,915.00

Hypothermia Subtotal **\$ 33,749.51**

* Per DHS revising estimate to indicate service extension to April 15, 2022. (For 19.3wks to 21.4wks)

** Delivered on 12/2/2021

*** Bulk Calculated starting 12/13/21 or 17.4 weeks

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: DLRS_4109

Services: Security, Occupancy & Waste Mgt. - Homeless Shelters AMOUNT: \$5,716,513.13

SELLER INFORMATION

AGENCY: Department of General Services AGENCY CODE: AM0

NAME OF CONTACT: Antoinette Hudson-Beckham

ADDRESS : 2000 14th Street NW
Washington DC 20009

TELEPHONE # : 202-698-7476

FAX # :

AUTHORIZING OFFICER Henry Wong for AHB 2/16/2022

BUYER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: JA0

NAME OF CONTACT: Hayden A. Bernard

ADDRESS : 441 4th Street NW
Washington, DC 20001

TELEPHONE # : 202 442-9079

FAX # :

AUTHORIZING OFFICER D Rutherford-Felix for H. Bernard 02/24/2022

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH CARE FINANCE
AND
DEPARTMENT OF HUMAN SERVICES
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Health Care Finance (DHCF) and the Department of Human Services (DHS), Economic Security Administration (ESA), collectively referred to herein as the “Parties”.

This MOU sets forth the terms and conditions upon which the Parties will disperse funding for the District of Columbia Access System (DCAS) under the FY 2022 budget. Specifically, DHCF DCAS submits an Advanced Planning Document (APD) on an annual basis to the Centers for Medicare & Medicaid (CMS) and U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). The APD is a written plan of action by which States obtain approval for Federal financial participation in the cost of acquiring and maintaining automated data processing equipment and services. After FNS and CMS approve the APD, FNS disperses their portion of the funding to DHS, while CMS distributes their portion of the fundings to DHCF. This MOU allows DHS to transfer FNS funds to DHCF that are earmarked for DCAS.

The overall business objective of DCAS is to be an integrated eligibility and enrollment system for all health and human services assistance programs being offered by the District of Columbia, including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid, Alliance, Immigrant Children’s Program, and other human services programs.

II. LEGAL AUTHORITY FOR MOU

The general legal authority for MOUs between District agencies is found at D.C. Official Code § 1-301.01(k). DHCF’s authority derives from Section 7-771-05(4) of the Department of Health Care Finance Establishment Act of 2007, effective February 27, 2008 (D.C. Law 17-109); D.C. Official Code § 7-771.05(4). DHCF’s authority to delegate the portions of the Medicaid eligibility determination process to be conducted by DCAS arises from 42 C.F.R. § 431.10(d). Other controlling law regarding the design, development, or installation of mechanized needs-based benefit claim processing and information retrieval systems is found at § 1903(a)(3) of the Social Security Act, as amended, 42 C.F.R. §§ 433.110 – 433.131, and 45 C.F.R. §§ 95.601 – 95.641. DHS’ authority derives from the District Public Assistance Act of

1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Code §§4-201.01, *et seq.*), as amended; the Data-Sharing and Information Coordination Amendment Act of 2010, (D.C. Official Code § 7-241, *et seq.*), and accompanying regulations at 29 DCMR §§ 3000-3099, Mayor’s Order 2011-169 (“the Data Sharing Act”); the Patient Protection and Affordable Care Act of 2010 (ACA), effective March 23, 2010 (Pub. L. No. 111-148, 124 Stat 119, *et seq.*), as amended; MOU(s) between DHS and DHCF to conduct eligibility determinations for various medical assistance programs; the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*); the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, effective August 22, 1996 (Pub. L. No. 104-193; 42 U.S.C. §§ 601, *et seq.*), as amended (PRWORA); the Health Insurance Portability and Accountability Act of 1996, approved August 21, 1996 (Pub. L. No. 104-191; 42 U.S.C. § 1320d *et seq.*), as amended, and its corresponding regulations located at 45 C.F.R. Parts 160, 162, and 164 (collectively referred to as HIPAA). This MOU is governed by Title XIX of the Social Security Act of 1965, effective July 30, 1965 (Pub. L. No. 89-97; 42 U.S.C. §§ 1396, *et seq.*), as amended, the Advanced Planning Document (IAPD) approved by the United States Department of Health and Human Services (HHS) and the United States Department of Agriculture in December 2011 and attached as Appendix A to this MOU, 45 C.F.R. Part 95, and any other applicable District and Federal laws and regulations.

III. OVERVIEW OF THE PARTIES

DHCF is the single state agency responsible for the administration of the District’s Medicaid program and is responsible for ensuring that it is in compliance with federal program requirements. Nothing in this MOU should be construed as DHCF abrogating its authority or responsibility as the single state Medicaid agency for the District. DHCF develops and oversees the implementation of eligibility policy, criteria for service coverage, and payment policies regarding the District’s Medicaid and Children’s Health Insurance Program (CHIP) programs. DHCF also ensures the District’s health care programs maximize federal funding to finance health care services for the indigent and develops effective methods for managing the utilization of services. DHCF is responsible for the administration of the D.C. Health Care Alliance Program (the Alliance), the Immigrant Children’s Program (ICP), and the District’s safety-net programs for District residents without health insurance.

On May 31, 2017, the Office of the City Administrator assigned DHCF the full management and operation of DCAS. DHCF assumes complete responsibility and oversight for DCAS [Release 1 (R1), Release 2 (R2), Release 3 (R3)] application development, operations, and maintenance.

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. ESA is the administration within DHS that is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, SNAP benefits, formerly known as the Food Stamps Program, and TANF benefits. DHS is

also responsible for implementing DHCF's eligibility policies for Medicaid, CHIP, the Alliance, and other programs pursuant to a separate MOU between DHS and DHCF.

IV. DEFINITIONS

A. For the purposes of this MOU, all Parties agree that the following definitions will apply:

1. **Automated Client Eligibility Determination System (ACEDS)** is the Health and Human Services program information technology system that has been historically used for determining eligibility of all human services programs in the District and which is being progressively replaced.
2. **Affordable Care Act (ACA)** is the comprehensive health care reform law enacted in March 2010. The law was enacted in two parts: The Patient Protection and Affordable Care Act was signed into law on March 23, 2010 and was amended by the Health Care and Education Reconciliation Act on March 30, 2010. The name "Affordable Care Act" is used to refer to the final, amended version of the law. These laws include provisions for the establishment of American Health Benefit Exchanges.
3. **Central Program Management** is management of staff, budget, resources, project plans, contracts, communication, and execution of deliverables.
4. **Cúram Healthcare Reform (Cúram HCR)** is an eligibility and case management software solution that the District implemented to address the Affordable Care Act (ACA) requirements for eligibility determinations for ACA's insurance affordability programs -- Medicaid, APTC, and CSR.
5. **Cúram Global Income Support (CGIS)** is a commercial integrated service delivery solution that equips organizations with a powerful, proven set of business tools and processes designed specifically for the effective management of income support programs.
6. **District of Columbia Access System (DCAS)** is a project undertaken by the District to integrate all health and human services assistance programs including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), Medicaid, SNAP and TANF, in order to provide a seamless eligibility, renewal and enrollment process.
7. **IBM Cúram** is the eligibility enrollment application used in DCAS. The Cúram user interface is developed using Java and comprises a number of user interface elements that can be combined together. The main element of the interface is a User Interface Meta-data (UIM) page. A UIM page defines the data to be displayed in a page. UIM pages are combined together to provide a view of Cúram known as an application. Cúram applications reduce the complexity of developing web applications by providing mechanisms to generate client screens which define content, layout and navigation. The current implementation features two parallel,

but not integrated, Cúram instances – one HCR environment, and one CGIS.

8. **Release One (R1)** is a project undertaken by the District to integrate all ACA health programs under Cúram HCR, including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), and Medicaid based on Modified Adjusted Gross Income (MAGI) under the ACA.
9. **Release Two (R2)** is a project undertaken by the District to integrate food and cash assistance public benefits programs, SNAP and TANF, under CGISS in order to provide a seamless eligibility, renewal and enrollment process for District residents applying for or receiving these public assistance programs.
10. **Release Three (R3)** is a project that will ensure non-MAGI Medicaid, local health programs, case management and local human services programs have an integrated application and enrollment experience.
11. A **Responsible Agency** is the agency that is assigned oversight of a DCAS deliverable.
12. **Stakeholder** is an individual or entity with a vested interest in any or all of the policy decisions related to the implementation of DCAS in the District of Columbia.

V. PROGRAM GOALS AND OBJECTIVES

In order to meet the requirements of the ACA, and corresponding regulations, DHS/ESA and DHCF have partnered to redesign the information technology (IT) infrastructure used to process health and human services program eligibility determinations in the District. The DCAS project was created in accordance with the requirements of the ACA, is compliant with Medicaid Information Technology Architecture (MITA) and assists the District in complying with other requirements of the ACA.

The District has been engaged in the design, development, and implementation of DCAS since 2011. At the completion of this project, DCAS is envisioned to:

- Provide all the systems support needed to determine eligibility and renewals for all Insurance Affordability Programs (IAP) as defined by the ACA including eligibility and verifications needed to determine MAGI and Advanced Premium Tax Credits (APTC).
- Provide all the systems support needed for other federal assistance programs like SNAP/TANF and other local public benefit programs.
- Automate eligibility and verification systems support needed to determine Non- MAGI Medicaid for District residents.
- Provide a streamlined, No-Wrong-Door, single point of service for residents applying for or found eligible for assistance.
- Provide a streamlined, single case management system for caseworkers servicing residents applying for or found eligible for public assistance.

The FY 2022 Implementation Advanced Planning Document (IAPD) U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) Detailed Funding table is included as Appendix A and incorporated herein by reference. If additional IAPD budget submissions are made and approved for cost allocated services under this MOU, such IAPD will be incorporated herein as a part of Appendix A.

VI. RESPONSIBILITIES OF PARTIES

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

A. BUDGET MANAGEMENT

The Parties hereby agree to the terms and conditions set forth below for the management of the budget for DCAS for FY 2022.

1. DHCF RESPONSIBILITIES:

- a. DHCF shall submit all IAPD's (or APD's as required) to the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services (CMS) for the Medicaid Eligibility and Enrollment (E&E) work as defined at 42 C.F.R. § 433.111(b) required to implement the remaining Medicaid related portions of the DCAS project in accordance with the federal regulations.
- b. DHCF shall provide to DHS/ESA a copy of any updates to the IAPD at least 60 days prior to submitting the updates to CMS.
- c. DHCF shall oversee the funds received from CMS and account to CMS for funds expended in accordance with District and CMS policies and regulations upon request. This includes reviewing all expenditures and assuring all Medicaid funds are spent according to regulations.
- d. DHCF shall ensure any cost allocation plan that governs the reimbursement of allowable costs associated with the design, development, and implementation of DCAS shared among multiple health and human service programs is in accordance with CMS requirements.

2. DHS/ESA RESPONSIBILITIES:

- a. DHS/ESA shall submit all IAPD's (or APD's as required) to the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) for the SNAP Eligibility and Enrollment (E&E) work to implement the remaining SNAP related portions of the DCAS project in accordance with the federal regulations.
- b. DHS/ESA is responsible for reporting all expenditures to FNS.

B. TRANSFER OF FUNDING

Upon execution of this MOU, DHS/ESA shall allocate and then distribute the funds to DHCF in accordance with this MOU to support the DCAS project deliverables as set forth below and pursuant to Appendix A hereto attached:

1. DHS/ESA shall make payment for all goods and services to DHCF through a one-time intra-District advance.
2. DHS/ESA shall transfer Federal FNS funds to DHCF up to the amount of **eight million eight hundred sixty-five thousand forty-nine dollars (\$8,865,049.00)**, contingent upon FNS approval and including:
 - a. Capital funding in the amount of twenty-five thousand dollars (\$25,000.00); and
 - b. Operating funding in the amount of eight million eight hundred forty thousand forty-nine dollars (\$8,840,049.00).
3. It is anticipated that DHCF shall pay for DCAS project deliverables managed by DHS/ESA. The total amount to be transferred from DHS/ESA to DHCF shall be adjusted to reflect the amount owed to DHS/ESA, as agreed to by both Parties. The FY 2022 DHCF and DHS/ESA MOU for APD Deliverables is incorporated hereto by reference.

C. BUDGET REPORTING RESPONSIBILITIES

1. DHS/ESA RESPONSIBILITIES:

- a. DHS/ESA shall provide monthly reports of DCAS expenditures.
- b. DHS/ESA shall ensure all expenditures are in compliance with the terms and conditions set forth by FNS and CMS.
- c. Should there be any costs incurred by DHS/ESA that are deemed disallowable, DHS/ESA shall be responsible for the amount that is disallowed.

2. DHCF RESPONSIBILITIES:

- a. DHCF shall oversee the DCAS budget and provide a quarterly report of all cost allocated expenditures to DHS/ESA, including a detailed list of all FNS expenses managed by DHCF, at least 30 days after the end of each quarter.
- b. DHCF shall pay for all services and costs associated with the design, development, implementation, operations, and maintenance of DCAS pursuant to Appendix A.
- c. DHCF shall ensure all expenditures are in compliance with

the terms and conditions set forth in Title XIX of the Social Security Act (SSA) enacted July 30, 1965 (Pub. L. No. 89-97), as amended, including but not limited to the following requirements:

- i. Cost must be “proper and efficient” for the state’s administration of its Medicaid state plan (§1903(a)(7) of the SSA).
 - ii. Costs related to multiple programs must be allocated in accordance with the benefits received by each participating program [Office of Management and Budget (OMB) Circular A-87, as revised.] This is accomplished by developing a method to assign costs based on the relative benefit to the Medicaid program and the other government or non-government programs.
 - iii. Costs must be supported by an allocation methodology that appears in the state’s approved Public Assistance Cost Allocation Plan (42 C.F.R. § 433.34).
 - iv. Costs must not include funding for a portion of general public health initiatives that are made available to all persons, such as public health education campaigns.
 - v. Costs must not duplicate payment for activities that are already being offered or should be provided by other entities or paid through other programs.
 - vi. Costs may not supplant funding obligations from other federal sources.
 - vii. Costs must be supported by adequate source documentation.
 - viii. DHCF shall provide all requested justification and documentation to DHS/ESA in order to justify funding matches allocated to FNS.
- d. DHCF shall ensure all expenditures are in compliance with the terms and conditions set forth by FNS.
 - e. Should there be any costs incurred by DCHF that are deemed disallowable, DCHF shall be responsible for the amount that is disallowed.

VII. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed **eight million eight hundred sixty-five thousand forty-nine dollars (\$8,865,049.00)** for FY 2022.

VIII. SCOPE OF SERVICES

The Parties hereby agree to the terms and conditions set forth below for the

implementation of the goals and objectives discussed herein. Pursuant to the applicable authorities, and in the furtherance of the shared goals, the Parties agree to carry out the purposes of this MOU expeditiously and economically.

A. DHS/ESA RESPONSIBILITIES

1. DHS/ESA shall provide input and coordinate with DHCF in the modification of all legacy systems to account for changes in data sources and benefit calculations in DCAS.
2. DHS/ESA shall identify resources and coordinate with DHCF to perform data extracts, transforms, and loads of ACEDS.
3. DHS/ESA shall provide knowledge transfer as requested to DHCF employees and staff regarding DCAS.
4. DHS/ESA shall provide training staff to DHCF to support the R3 training implementation.
5. DHS/ESA shall manage the DCAS Help Desk, Training team, User Acceptance Testing (UAT) team.

B. DHCF RESPONSIBILITIES

1. DHCF shall provide Central Program Management for all DCAS including R1/R2/R3/Operations & Maintenance (O&M), which includes oversight and management of development and maintenance of Medicaid, SNAP, TANF, and other local programs in DCAS.
2. DHCF shall support development, design, implementation; operations and maintenance of the DCAS project by providing a Program Manager and lead staff that will provide governance oversight of the DCAS project, which shall include the following services for this MOU:
 - a. DHCF shall cultivate and manage the list of enterprise-wide goals. DHCF should use this list to manage all competing interests.
 - b. DHCF shall be responsible for the management of the operational planning, coordination, and control of the DCAS system-level projects to achieve DCAS' strategic objectives and benefits determined by the DCAS Executive Committee (DEC).
 - c. DHCF shall manage the relationship between all Parties and the stakeholder community to support the DCAS program in communicating issues, concerns, and other critical matters, especially those requiring new and/or changed functionality and/or business processes with absolute impartiality.
 - d. DHCF shall maintain a project charter to clearly delineate the processes that will be used to achieve the above.
 - e. DHCF shall maintain a communication plan so that decisions made by all agencies participating in DCAS will be properly communicated with proper lead time.
 - f. DHCF shall support the program management structure, governance structure, project activities, and alignment of program resources to

- achieve the DCAS goals and objectives. DHCF shall engage all Parties to incorporate and coordinate relevant business and information technology (IT) standards and practices in adherence to standard methodology across the projects and contracts.
- g. DHCF shall maintain a DCAS IT Program Management Plan (PMP) to ensure:
 - i. DCAS goals and objectives are met;
 - ii. A single point of visibility into the program schedules, and status for DCAS and its component projects;
 - iii. Visibility into DCAS IT risks/issue; and
 - iv. DCAS business process and IT system changes meet core requirements.
3. DHCF shall manage IT operations and maintenance of Cúram HCR and CGIS by providing IT staffing support which shall include the following services for this MOU:
 - a. DHCF shall be responsible for DCAS Cúram Production Operations Center incident/crisis management. Provide knowledgeable and experienced staff capable of supporting the following items:
 - i. Operations Management (oversight of program operations, coordination of system schedules, etc.);
 - ii. Event Management (triage, monitoring, ticketing, prioritization, categorization, etc.);
 - iii. Alert Management (Identification, actionable, non- actionable, etc.);
 - iv. Crisis Management (coordination with all Parties, timely communication, resolution, etc.); and
 - v. Reporting/ Monitoring of systems performance to all Parties.
 4. DHCF shall establish and maintain a set of metrics and measures for evaluating the overall health of the system.
 5. DHCF shall establish benchmarking processes to evaluate progress to include system performance, end-user performance, business performance, and quality performance measures.
 6. DHCF shall establish a formal production issue escalation process.
 7. DHCF shall provide Cyber-Security Infrastructure.
 8. DHCF shall provide Identity and Access Management (IAM) infrastructure.
 9. DHCF shall perform forecasting and planning for additional capacity (capacity planning) based upon historical data, future growth expectations and operational analysis (i.e., storage).
 10. DHCF shall provide an overall Change Management Project Manager.

11. DHCF shall provide an experienced budget and financial professional to fill the role of Controller:

- a. DHCF shall oversee Medicaid program work by another Party by reviewing project plans to ensure compliance with the APD.
- b. DHCF shall create and finalize Service Level Agreements (SLAs) for services rendered by DHCF.
- c. DHCF shall maintain a contract with an independent validation and verification (IV&V) vendor, as required by the Center for Consumer Information and Insurance Oversight (CCIIO), CMS and FNS, for R3 of the project to ensure high quality deliverables from the Implementation Vendors.
- d. DHCF shall manage a security and compliance team to adhere to District and federal (IRS, SSA and FNS) guidelines.

IX. DURATION OF THIS MOU

This MOU shall be effective from the date of execution, through September 30, 2022 unless terminated in writing by the Parties prior to expiration.

The Parties anticipate that this MOU will need to be renegotiated for fiscal years after September 30, 2022. Beginning sixty (60) days prior to the expiration of this MOU, and continuing until September 30, 2022, the Parties agree to engage in good faith negotiations to expeditiously renegotiate the terms of this MOU.

X. SPECIAL PROVISIONS FOR TERMINATION OF THE MOU

Any of the Parties may terminate this MOU in whole or in part by giving the other Party sixty (60) days' notice, in writing, based on the following grounds:

- A. Lack of funding;
- B. Changes in applicable law;
- C. Changes in the structure or nature of the program;
- D. Elimination of the program or service; or
- E. Failure of parties to follow District or federal laws, rules, or regulations.

Such termination shall not be deemed a breach of the MOU. Notice shall be effective when delivered to contact persons for each of the Parties, listed below.

XI. 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, 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.

XII. PROCUREMENT PRACTICES ACT

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

XIII. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with the Health Insurance Portability and Accountability Act of 1996, approved August 21, 1996 (Pub. L. No. 104-191; 42 U.S.C. § 1320d, *et seq.*), as amended, and its corresponding regulations located at 45 C.F.R. Parts 160, 162, and 164 (collectively referred to as HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009, enacted under Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5), as amended by the HIPAA Omnibus Rule of 2013; the District Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Code §4-209.04), as amended; the Data-Sharing and Information Coordination Amendment Act of 2010, (D.C. Official Code § 7-241, *et seq.*), and accompanying regulations at 29 DCMR §§ 3000-3099; and all other relevant District and federal statutes and regulations. Information received by any Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the originating Agency.

XIV. NOTICE

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

For DHCF:

Melanie Williamson
Chief of Staff
Interim DCAS Program Manager
Department of Health Care Finance
441 4th Street, N.W., 9th Floor South
Washington, DC 20001
Office: (202) 478-5809
E-Mail: melanie.williamson@dc.gov

For DHS:

Stephanie Bloch
Deputy Administrator
Innovation and Change Management
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Office: (202) 497-5058
E-Mail: stephanie.bloch@dc.gov

In the event that any contact person listed above ends his or her employment at any of the Parties, notice will be effective if delivered to the Director of each respective agency.

XV. RECORDS AND REPORTS

DHCF shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than ten years from the date of expiration or termination of this MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of DHS/ESA and other officials as may be specified by the District in its sole discretion.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems. In event the Parties cannot resolve a dispute, the matter shall be referred to the District City Administrator. The District City Administrator's decision shall be final.

XVII. MODIFICATIONS

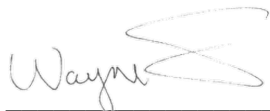
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XVIII. CONSISTENT WITH LAW

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

IN WITNESS WHEREOF, DHCF and DHS/ESA have executed this MOU as of the day and year written below.

FOR THE DEPARTMENT OF HEALTH CARE FINANCE:



Wayne Turnage
Director

8/24/2022

Date

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

07/25/2022
Date

APPENDIX A

Section IV B provides the capital and operating totals that DHS/ESA shall transfer to DHCF. This Appendix describes how these figures were derived.

Capital FNS Federal Funds

The following table comes from Appendix A of the approved FY 2022 – FY 2023 IAPD. The capital portion of the Federal Funds from FNS for FY'22 is highlighted in yellow. FNS distributed the funds directly to DHS for DCAS activities. This MOUs covers the requirement for DHS to transfer this \$25,000 to DHCF to cover the relevant costs of DCAS activities.

Form

NOT Enhanced Funding (FNS Portion)	Maintenance and Operations for Eligibility & Enrollment Staff		General		Outreach/Training		Grand Totals			
	Federal Fiscal Year (FFY)	FNS Share (50% FFP) M&O E&E Staff	State Share (50%)	FNS Share (50% FFP) General	State Share (50%)	FNS Share (50% FFP) General	State Share (50%)	NOT Enhanced (FNS) - FUNDING FFP Total	State Share Total	NOT Enhanced (FNS) FUNDING (TOTAL COMPUTABLE)
2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ 482,238	\$ 482,238	\$ -	\$ -	\$ 482,238	\$ 482,238	\$ 482,238	\$ 964,476
2015	\$ -	\$ -	\$ 8,578,713	\$ 8,578,713	\$ -	\$ -	\$ 8,578,713	\$ 8,578,713	\$ 8,578,713	\$ 17,157,426
2016	\$ 4,042,828	\$ 4,042,828	\$ 4,128,339	\$ 4,128,339	\$ -	\$ -	\$ 8,171,167	\$ 8,171,167	\$ 8,171,167	\$ 16,342,334
2017 - Revised	\$ 5,783,935	\$ 5,783,935	\$ 1,953,707	\$ 1,953,707	\$ 111,606	\$ 111,606	\$ 7,849,248	\$ 7,849,248	\$ 7,849,248	\$ 15,698,495
2018			\$ 803,394	\$ 803,394	\$ 1,029,381	\$ 1,029,381	\$ 1,832,775	\$ 1,832,775	\$ 1,832,775	\$ 3,665,550
2019			\$ 4,900,462	\$ 4,900,462	\$ 552,293	\$ 552,293	\$ 5,452,755	\$ 5,452,755	\$ 5,452,755	\$ 10,905,510
2020			\$ 5,461,596	\$ 5,461,596	\$ 878,135	\$ 878,135	\$ 6,339,731	\$ 6,339,731	\$ 6,339,731	\$ 12,679,462
2021			\$ 1,315,977	\$ 1,315,977	615,457	615,457	\$ 1,931,433	\$ 1,931,433	\$ 1,931,433	\$ 3,862,867
2022			\$ 25,000	\$ 25,000			\$ 25,000	\$ 25,000	\$ 25,000	\$ 50,000
2023			\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
Total	\$ 9,826,763	\$ 9,826,763	\$ 27,649,425	\$ 27,649,425	\$ 3,186,872	\$ 3,186,872	\$ 40,663,060	\$ 40,663,060	\$ 40,663,060	\$ 81,326,120
	O&M	O&M	DDI	DDI	Training	Training				

APPENDIX A continued

Operating FNS Federal Funds

As described in the FY 2022 – FY 2023 APD, District submitted the APD to secure the necessary federal financing from CMS and FNS to continue supporting all development, outreach, and training work for the E&E solutions throughout FY 2022 – FY 2023. While that APD also supports the funding request for operations and maintenance work for CMS, the request for FNS was submitted by the District of Columbia Department of Human Services (DHS) via form 366A.

The following table provides the totals in Form 366A.

Fiscal Year	FNS Share (50%)	State Share (50%)	Total
2022	\$9,433,775	\$9,433,775	\$18,867,551
2023	\$14,853,108	\$14,853,108	\$29,706,216

As described in the APD, the FNS share of \$9,433,775 is divided between DHCF and DHS. In the table below, DHS will transfer \$8,840,049 to cover the costs incurred by DHCF for DCAS activities.

	DHCF	DHS	Total
FY'22 Form 366A	\$8,840,049	\$593,726	\$9,433,775



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: DHCF DCAS-DHS - FY22 FNS Capital

DATE OF MOU:

SELLER INFORMATION

AGENCY: Department of Health Care Finance

AGENCY CODE:
HTO

NAME OF CONTACT: Darrin Shaffer

ADDRESS : 441 4th Street, NW

Suite 960N

Washington, D.C. 20001

TELEPHONE # : (202) 442-9079

FAX # : (202) 478-1373

AUTHORIZING OFFICER Darrin Shaffer, AFO DHCF

DATE: / /

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE:
JAO

NAME OF CONTACT: Bernard Hayden

ADDRESS : 64 New York Avenue, N.E.

6th Floor

Washington, D.C. 20002

TELEPHONE # : (202) 671-4240

FAX # : (202) 265-0380

AUTHORIZING OFFICER D. Rutherford-felix for H. Bernard
Bernard Hayden, AFO, Department of Human Services

DATE: 09 / 21 / 2022

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: FY22 DHCF_DHS FNS Operating

DATE OF MOU: 8/24/2022

SELLER INFORMATION

AGENCY: Department of Health Care Finance

AGENCY CODE:
HTO

NAME OF CONTACT: Darrin Shaffer

ADDRESS : 441 4th Street, NW

Suite 960N

Washington, D.C. 20001

TELEPHONE # : (202) 442-9079

FAX # : (202) 478-1373

AUTHORIZING OFFICER *Deon Bowes*
Darrin Shaffer, AFO DHCF

DATE: 9 / 21 / 22

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE:
JAO

NAME OF CONTACT: Bernard Hayden

ADDRESS : 64 New York Avenue, N.E.

6th Floor

Washington, D.C. 20002

TELEPHONE # : (202) 671-4240

FAX # : (202) 265-0380

AUTHORIZING OFFICER *D. Rutherford-felix for H. Bernard*
Bernard Hayden, AFO, Department of Human Services

DATE: 09 / 21 / 2022

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

**MODIFICATION NUMBER FOUR
TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR HEALTH AND HUMAN SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

Memorandum of Understanding (“MOU”) dated November 4, 2021, was entered into between the District of Columbia (“District”) Department of Human Services, the buyer agency (“DHS”) and the Office of the Deputy Mayor for Health and Human Services, the seller agency (“DMHHS”), collectively referred to herein as the “Parties.”

The Parties now desire to modify the MOU as follows:

- I. **Section III. SCOPE OF SERVICES: Sub-Section B**, is hereby amended to add a new **Paragraph 3** to read as follows:
 3. “Transfer an additional ninety-two thousand five hundred seventy-two dollars and forty-eight cents (\$92,572.48) to DMHHS to cover the costs of one (1) additional staff member for the Interagency Council on Homelessness (ICH) within thirty (30) days of the execution of this MOU.”

- II. **Section VI. FUNDING PROVISIONS: Sub-Section A. COST OF SERVICES, Paragraph 1**, is hereby deleted and replaced with the following:
 - A. **“COST OF SERVICES**
 1. Total cost for the services under this MOU shall not exceed six hundred sixty-six thousand one hundred forty-eight dollars and thirty cents (\$666,148.30) for Fiscal Year (FY) 2022 as shown in **Attachment A** hereto provided and incorporated by reference.”

- III. **Section VI. FUNDING PROVISIONS: Sub-Section B. PAYMENT, Paragraphs 1 and 2**, are hereby deleted and replaced with the following:
 - B. **“PAYMENT**
 1. Payment for all goods and services shall be made through an Intra-District advance by DHS to DMHHS based on the total amount of this

modification of six hundred sixty-six thousand one hundred forty-eight dollars and thirty cents (\$666,148.30) for FY 2022.


2. The advance to DMHHS for the services to be performed shall not exceed the amount of this modification of six hundred sixty-six thousand one hundred forty-eight dollars and thirty cents (\$666,148.30).

IV. Attachment A: Attachment "A" is modified to reflect FY 2022 costs and incorporated by reference to this modification.

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

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

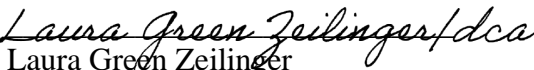
FOR THE OFFICE OF THE DEPUTY MAYOR FOR HEALTH AND HUMAN SERVICES:



Wayne Turnage
Deputy Mayor

Date: 3/23/2022

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 03/17/2022

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 5/25/2022

SELLER INFORMATION

AGENCY: Office of the Deputy Mayor for Health and Human Services

AGENCY CODE: HG0

NAME OF CONTACT: Anthony Jefferson, Budget Officer

ADDRESS : 64 New York Ave, NE, 2nd Floor

Washington, DC 20002

TELEPHONE # : ~~202-671-3211~~ 202-671-3393

FAX # : 202.671.2981

AUTHORIZING OFFICER Anthony Jefferson

DATE: 05 / 25 / 2022

BUYER INFORMATION

AGENCY: The Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Ave, NE, 4th Floor

Washington, DC 20002

TELEPHONE # : 202-671-4240

FAX # : 202-671-4201

AUTHORIZING OFFICER D. Rutherford-felix for H. Bernard

DATE: 05 / 25 / 2022

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

Program Support Specialist: One Position (CS-11/4)

Salary: \$72,956.00

Fringe: \$18,895.00

Total: \$91,851.00

Policy Advisor: One Position (CS-14/7)

Salary: \$73,528.58 (Prorated)

Fringe: \$19,043.90

Total: \$92,572.48

4 ICH Positions (Oct. 1, 2021-Sept. 30, 2022): **Total ICH PS cost: \$460,650.48**

Total PS cost for Navigators: \$178,154.82

Total PS cost for ICH Positions: \$460,650.48

Overall Total for PS: \$638,805.30

Overall Total for NPS: \$ 27,343.00

Grand Total for MOU: \$666,148.30

ATTACHMENT A

Costs for Services under Modification Number Three

Two Full-Time Homeless Encampment Outreach Navigators

**Personnel Services (PS): Grade 11 (CS-11), Step 5, Non-union,
DCG Salary Schedule: Career Service (General) FY22**

Salary:	\$69,429.00
Fringe (25.3%):	\$17,565.54
Cost of Living Increase	<u>\$ 2,082.87</u>

Total per Navigator \$89,077.41

Number of Navigators: 2

2 Navigators (Oct. 1, 2021-Sept. 30, 2022): **Total Navigator PS cost: \$178,154.82**

Non-Personnel Support (NPS):

Fleet Share	\$15,000.00 (2 minivans)
Supplies	\$10,591.48
Cellphones & IPADs	<u>\$ 1,751.52</u>

Total NPS Cost: \$ 27,343.00

Total Navigator Cost: \$205,497.82

Four Full-Time Positions for the Interagency Council on Homelessness (ICH)

Personnel Services (PS):

Senior Policy Analyst: One Position (MS-14/0)

Salary:	\$129,411.00
Fringe:	<u>\$ 33,517.00</u>

Total: \$162,928.00

Policy Analyst: One Position (CS-12/4)

Salary:	\$89,997.00
Fringe:	<u>\$23,302.00</u>

Total: \$113,299.00

**MODIFICATION NUMBER THREE
TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR HEALTH AND HUMAN SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

Memorandum of Understanding (“MOU”) dated November 30, 2021 was entered into between the District of Columbia (“District”) Department of Human Services, the buyer agency (“DHS”) and the Office of the Deputy Mayor for Health and Human Services, the seller agency (“DMHHS”), collectively referred to herein as the “Parties.”

The Parties now desire to modify the MOU as follows:

- I. Section III. SCOPE OF SERVICES: Sub-Section B, Paragraph 1**, is hereby deleted and replaced with the following:

“DHS shall:

1. Transfer two hundred five thousand four hundred ninety-seven dollars and eighty-two cents (\$205,497.82) to DMHHS to cover the costs of the two (2) Homeless Encampment Outreach Navigators within thirty (30) days of the execution of this MOU.
2. Transfer three hundred sixty-eight thousand seventy-eight dollars (\$368,078.00) to DMHHS to cover the costs of three (3) staff members for the Interagency Council on Homelessness (ICH) within thirty (30) days of the execution of this MOU.”

- II. Section IV, DURATION OF MOU: Sub-Section A.**, is hereby deleted and replaced with the following:

“The period of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties pursuant to Section X of this MOU.”

- III. Section VI. FUNDING PROVISIONS: Sub-Section A. COST OF SERVICES, Paragraph 1**, is hereby deleted and replaced with the following:

A. “COST OF SERVICES

1. Total cost for the services under this MOU shall not exceed five hundred seventy-three thousand five hundred seventy-five dollars and eighty-two cents (\$573,575.82) for Fiscal Year (FY) 2022 as shown in **Attachment A** hereto provided and incorporated by reference.”

IV. Section VI. FUNDING PROVISIONS: Sub-Section B. PAYMENT, Paragraphs 1 and 2, are hereby deleted and replaced with the following:

B. "PAYMENT

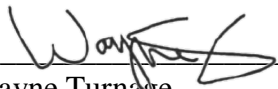
1. Payment for all goods and services shall be made through an Intra-District advance by DHS to DMHHS based on the total amount of this MOU of five hundred seventy-three thousand five hundred seventy-five dollars and eighty-two cents (\$573,575.82) for FY 2022.
2. The advance to DMHHS for the services to be performed shall not exceed the amount of this MOU of five hundred seventy-three thousand five hundred seventy-five dollars and eighty-two cents (\$573,575.82)."

V. Attachment A: Attachment "A" is modified to reflect FY 2022 costs and incorporated by reference to this modification.

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

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

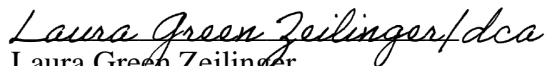
FOR THE OFFICE OF THE DEPUTY MAYOR FOR HEALTH AND HUMAN SERVICES:



Wayne Turnage
Deputy Mayor

Date: 11/4/2021

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 11/04/2021

ATTACHMENT A

Costs for Services under Modification Number Three

Two Full-Time Homeless Encampment Outreach Navigators

**Personnel Services (PS): Grade 11 (CS-11), Step 5, Non-union,
DCG Salary Schedule: Career Service (General) FY 2022**

Salary:	\$69,429.00
Fringe (25.3%):	\$17,565.54
Cost of Living Increase	<u>\$ 2,082.87</u>
 Total per Navigator	 \$89,077.41

Number of Navigators: 2

2 Navigators (Oct. 1, 2021-Sept. 30, 2022): **Total PS cost: \$178,154.82**

Non-Personnel Support (NPS):

Fleet Share	\$15,000.00 (2 minivans)	
Supplies	\$10,591.48	
Cellphones & IPADs	<u>\$ 1,751.52</u>	
		Total NPS Cost: <u>\$ 27,343.00</u>
		Total FY22 Cost: <u>\$205,497.82</u>

Three Full-Time Positions for the Interagency Council on Homelessness (ICH)

Personnel Services (PS):

Senior Policy Analyst: One Position (MS-14/0)

Salary:	\$129,411.00
Fringe:	<u>\$ 33,517.00</u>
Total:	\$162,928.00

Policy Analyst: One Position (CS-12/4)

Salary:	\$ 89,997.00
Fringe:	<u>\$ 23,302.00</u>
Total:	\$113,299.00

Program Support Specialist: One Position (CS-11/4)

Salary:	\$72,956.00
Fringe:	<u>\$18,895.00</u>
Total:	\$91,851.00

3 ICH Positions (Oct. 1, 2021-Sept. 30, 2022):

Total PS cost:\$368,078.00

Total PS cost for Navigators: \$178,154.82

Total PS cost for ICH Positions: \$368,078.00

Overall Total for PS: \$546,232.82

Overall Total for NPS: \$ 27,343.00

Grand Total for MOU: \$573,575.82

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 1/25/2022

SELLER INFORMATION

AGENCY: Office of the Deputy Mayor for Health and Human Services

AGENCY CODE: HG0

NAME OF CONTACT: Joyce Jeter, Agency Fiscal Officer

ADDRESS : 64 New York Ave, NE, 2nd Floor

Washington, DC 20002

TELEPHONE # : 202.671.3211

FAX # : 202.671.2981

AUTHORIZING OFFICER

Joyce A Jeter

DATE: 01 / 27 / 2022

BUYER INFORMATION

AGENCY: The Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Ave, NE, 4th Floor

Washington, DC 20002

TELEPHONE # : 202-671-4240

FAX # : 202-671-4201

AUTHORIZING OFFICER

D Rutherford-Felix for H. Bernard

DATE: 02 / 16 / 2022

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY AND ENVIRONMENT
AND
DEPARTMENT OF HUMAN SERVICES**

**HEAT AND EAT PROGRAM
FISCAL YEAR 2022**

Table of Contents

I.	INTRODUCTION.....	2
II.	LEGAL AUTHORITY FOR MOU	2
III.	PROGRAM GOALS AND OBJECTIVES.....	3
IV.	SCOPE OF SERVICES.....	3
V.	TERM OF MOU.....	4
VI.	FUNDING PROVISIONS.....	4
VII.	COMPLIANCE AND MONITORING	5
VIII.	RECORDS AND REPORTS.....	5
IX.	CONFIDENTIAL INFORMATION	6
X.	DISPUTE RESOLUTION.....	6
XI.	TERMINATION	6
XII.	MODIFICATIONS	6
XIII.	NOTICE	6
XIV.	MISCELLANEOUS – FOLLOW ALL LAWS	7
XV.	SIGNING AND COUNTERPARTS	7
XVI.	SIGNATURES	7

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Energy and Environment (DOEE), Utility Affordability Administration (UAA), the buyer agency, and the Department of Human Services (DHS), Economic Security Administration (ESA), the seller agency, collectively referred to herein as the “Parties.” The effective date of this MOU is the first date of the specified term. The execution date of this MOU is the date of the last signature.

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. ESA is the administration within DHS that makes eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid, Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF) benefits.

DHS issues SNAP recipients an Electronic Benefits Transfer (EBT) card similar to a bank ATM or debit card to receive and use SNAP benefits. The District’s Office of the Chief Financial Officer (OCFO) transfers SNAP benefits onto SNAP recipients’ EBT cards through a contract with eFunds Corporation.

DOEE is the District agency that is responsible for administering the Low-Income Home Energy Assistance Program (LIHEAP) in the District to assist eligible low-income District households with energy assistance to offset costs for electric, natural gas, and heating oil utility bills.

This MOU provides for payment of energy assistance benefits to SNAP recipients.

II. LEGAL AUTHORITY FOR MOU

The authority for this MOU is D.C. Official Code § 1-301.01(k) (District agency orders from other departments, at actual cost).

The authority for this MOU also includes: the Federal Agricultural Act of 2014, effective February 7, 2014 (Pub. L. No. 113-79; U.S.C. § 2014); the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*), as amended, (which authorizes the SNAP program, formerly known as the Food Stamp Program); the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code §§ 4-201.01, *et seq.*), as amended; the Food Stamp Expansion Act of 2009, effective March 3, 2010 (D.C. Law 18-111; D.C. Official Code §§ 4-261.01, *et seq.*), as amended; the Energy Policy of the District, effective March 4, 1981 (D.C. Official Code § 8-171.03, *et seq.*), as amended; the Data-Sharing and Information Coordination Amendment Act of 2010, effective December 4, 2010 (D.C. Law 18-273; D.C. Official Code §§ 7-241, *et seq.*), as amended, and accompanying regulations at 29 DCMR §§ 3000, *et seq.* (the Data Sharing Act); the Low Income Energy Assistance Act of 1981, effective August 13, 1981 (Pub. L. No. 97-35; 42 U.S.C. § 8624(f)(2)(A)), as amended; and any other applicable District and federal laws and regulations.

III. PROGRAM GOALS AND OBJECTIVES

The goal of this MOU is to administer the Heat and Eat program to provide SNAP-eligible households with energy benefits that maximize the food stamp assistance for which they qualify.

This MOU also provides for the effective and efficient transfer of locally appropriated dollars to DHS/ESA to provide the annual \$20.01 LIHEAP payment to each qualifying households' EBT card.

IV. SCOPE OF SERVICES

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

A. Responsibilities of DHS/ESA

DHS/ESA shall:

1. Securely transmit to DOEE, on a monthly basis, an electronic file of SNAP customers who DHS/ESA determines to be potentially eligible Heat and Eat Program participants. The file shall include the following SNAP customer information:
 - a. Name;
 - b. Social Security Number;
 - c. Residence Address;
 - d. Mailing Address;
 - e. Telephone Number; and
 - f. SNAP Case Number.
2. At the beginning of each month, securely transmit an electronic file of the approved Heat and Eat Program participants identified by DOEE according to Section B below, to the OCFO, Office of Finance and Treasury's (OFT) EBT contractor, eFunds Corporation, with instructions to credit indicated amounts to each SNAP recipient's EBT card to produce a minimum payment of \$20.01.
3. Follow the requirements of the Fiscal Year (FY) 2016-2026 MOU between DHS and OCFO/OFT, which DHS will provide to DOEE upon execution and shall be incorporated by reference.
4. Securely store data that will enable DHS to track issued payments and share such data with DOEE for reporting purposes. Save all subsequent DOEE monthly Heat and Eat Program payment files in this same database.
5. Advise DOEE of likely unused funds within thirty (30) calendar days of the close of FY 2022, if any, and return unused funds to DOEE.
6. For the administrative charges related to this MOU:

- a. Determine those costs by working with Fidelity National Information Services, Inc. (FIS), the parent company of eFunds Corporation, the EBT provider for the District, and OCFO; and,
 - b. Invoice the determined administrative costs to DOEE.
7. Inform SNAP recipients who received a \$20.01 payment, of the payment and how it may be used via DCAS notices.
8. Provide a final report to DOEE within thirty (30) calendar days of the close of Fiscal Year (FY) 2022 that includes the number of Heat and Eat Program participants served, the total funds distributed, and the total administrative costs associated with the payments.
9. Monitor the number of Heat and Eat Program participants.

B. Responsibilities of DOEE

DOEE shall:

1. Determine those persons who are eligible for a Heat and Eat payment pursuant to D.C. Official Code § 4-261.03.
2. Securely transmit to DHS/ESA an electronic file(s) that identifies the following for the term of this MOU:
 - a. All regular and emergency LIHEAP benefit recipients; and
 - b. All Heat and Eat Program payments issued or authorized.
3. Securely provide DHS/ESA with an electronic file(s) that identifies all Heat and Eat Program participants who have been, during the term of this MOU, approved for a payment by DOEE.
4. Cover the cost of the Heat and Eat Program \$20.01 payments by DHS/ESA, including the \$20.01 payment itself and the DOEE-agreed actual administrative costs of making the payment.
5. Transmit the funds that cover the costs.

V. TERM OF MOU

The term of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties prior to expiration. This MOU includes four option years.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for DHS/ESA services shall not exceed eight hundred thousand dollars (\$800,000.00) for FY 2022.

2. In the event of termination of this MOU, payment to DHS/ESA shall be held in abeyance until all required fiscal reconciliation is complete, but not longer than September 30th of the current fiscal year. If this MOU is terminated prior to expiration, DHS/ESA shall return any unspent funds to DOEE within thirty (30) calendar days of the termination.

B. Payment

1. Payment in the full amount specified in Section VI, Paragraph A (Cost of Services) shall be made through an Intra-District advance by DOEE to DHS/ESA.
2. The seller agency shall be responsible for any amounts ultimately disallowed by an audit or federal government review.
3. Payment shall not exceed the actual cost of the goods and/or services, including labor, materials, and overhead, provided, all costs and expenditures shall not exceed the amount specified in Paragraph A (Cost of Services) for FY 2022.

C. Anti-Deficiency Considerations

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of: (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code); (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. COMPLIANCE AND MONITORING

As this MOU is funded by District funds, the seller agency shall be subject to scheduled and unscheduled monitoring reviews by the District to ensure compliance with District and federal requirements.

VIII. RECORDS AND REPORTS

The seller agency shall maintain records and receipts for the expenditures of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the District's request, make these documents available for inspection by duly authorized District representatives as may be specified by the District at its sole discretion.

IX. CONFIDENTIAL INFORMATION

- A.** The Parties shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and District statutes, regulations, and policies.
- B.** The Parties shall use the data obtained pursuant to this MOU solely to accomplish their obligations under this MOU prescribed in Section IV above.
- C.** The Parties shall take appropriate legal action against any unauthorized use or disclosure of the data.
- D.** Each Party shall safeguard and protect the data obtained pursuant to this MOU from loss and unauthorized disclosure to third parties and follow the notification protocols for security breaches set forth in the Data-Sharing and Information Coordination Amendment Act of 2010, D.C. Official Code § 7-244.
- E.** Each Party shall adhere to the separate Heat and Eat Data Usage Agreement which shall be incorporated by reference upon execution.

X. DISPUTE RESOLUTION

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. If Parties are unable to resolve a financial matter, the matter shall be referred to the D.C Office of Financial Operations and Systems in the Office of the Chief Financial Officer (OCFO) for resolution.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

XII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon written agreement by the Parties.

XIII. NOTICE

All notices must be in writing and may be delivered by electronic means. The following individuals are the points of contact for each Party under the MOU:

For DOEE:

Kenley Farmer, Esq.
Interim Deputy Director
Utility Affordability Administration
Department of Energy and Environment
1200 First Street, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 671-3314
Email: Kenley.Farmer@dc.gov

For DHS/ESA:

Brian Campbell, Esq.
Senior Policy Analyst
Economic Security Administration
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 698-3902
Email: Brian.Campbell@dc.gov

XIV. MISCELLANEOUS – FOLLOW ALL LAWS

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

XV. SIGNING AND COUNTERPARTS

This MOU may be signed by hand or electronically on the original version or a copy or other exact duplicate. It may be signed in counterparts, each separately and together constituting one and the same document.

XVI. SIGNATURES

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

FOR THE DEPARTMENT OF ENERGY AND ENVIRONMENT:

Tommy Wells

Digitally signed by Tommy Wells
DN: cn=Tommy Wells, o=DC Dept of Energy &
Environment, ou=Director,
email=tommy.wells@dc.gov, c=US
Date: 2022.05.17 09:55:59 -04'00'

Tommy Wells
Director

Date

Alan J. Barak

Digitally signed by Alan J. Barak
DN: cn=Alan J. Barak, o=Dept of
Energy and Environment,
ou=Office of General Counsel,
email=alan.barak@dc.gov, c=US
Date: 2022.05.16 16:10:07 -04'00'

Alan J. Barak, Assistant General Counsel
for legal sufficiency

Date

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca

Laura Green Zeilinger
Director

05/05/2022

Date

Filename: 00 5526 mou dhs heat and eat fy22.docx

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS : 64 New York Avenue, NE 4th
Washington, DC

TELEPHONE # : 202-671-4240

FAX # : (202) 671 - 4203

AUTHORIZING OFFICER SIGNATURE Dionne Rutherford-Felix Digitally signed by Dionne Rutherford-Felix Date: 2022.06.30 17:38:28 -0400 DATE: ___/___/___

BUYER INFORMATION

AGENCY: Department of Energy & Environment AGENCY CODE: KG0

NAME OF CONTACT: David Washington - AFO

ADDRESS : 1200 First Street, NW, 5th Floor
Washington, DC 20002

TELEPHONE # : (202) 535-2512

FAX # : (202) 535-2881

AUTHORIZING OFFICER SIGNATURE David H. Washington Digitally signed by David H. Washington DN: cn=David H. Washington, o=Office of the Chief Financial Officer, ou=DOE-AFO, email=david.washington1@dc.gov, c=US Date: 2022.05.24 17:23:26 -04'00' DATE: 5/24/2022

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: To provide SNAP eligible households with energy benefits that maximize the food stamp assistance for which they qualify.



DATE: ___/___/___

TOTAL: \$ 800,000.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER	JA0	22	2000	0749	INHE2	TCA25	4600	4600		IMDDOE/22
BUYER	KG0	22	0100	0100	100HE	6030A	0050	0504	N/A	N/A

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

**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.”

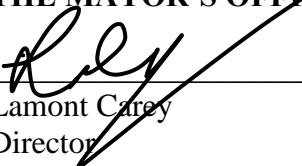
VI. Section VI. FUNDING PROVISIONS, Sub-section B. PAYMENT, Paragraph 1 is hereby deleted and replaced with the following:

- 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:

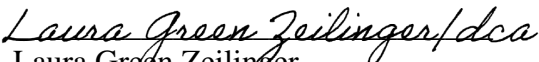
THE MAYOR’S OFFICE ON RETURNING CITIZEN AFFAIRS:



Lamont Carey
Director

Date: 12/9/21

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 11/14/2021

INTRA-DISTRICT STANDARD REQUEST FORM
GOVERNMENT OF THE DISTRICT OF COLUMBIA

PART I
GENERAL

MOU NUMBER:

DATE OF MOU: October 1, 2021

Services: SNAP E&T Employment and Case Management Services

AMOUNT: \$204,527.00

SELLER INFORMATION

AGENCY: Office of Returning Citizen Affairs

AGENCY CODE: RC0

NAME OF CONTACT: Anthony Norman
Agency Fiscal Officer

ADDRESS: 2000 14th Street, NW, 5th Floor
Washington, DC 20009

TELEPHONE: (202)-671- 3030

FAX

AUTHORIZING OFFICER: Anthony Norman **DATE:** 12/13/2021

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard
Agency Fiscal Officer

ADDRESS: 64 New York Avenue, NE,
Washington, DC 20001

TELEPHONE: 202-671-4200

FAX:

AUTHORIZING OFFICER: D Rutherford-Felix for H. Bernard **DATE:** 12/28/2021

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL
AND
THE DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District), Department of Human Services (DHS), the Buyer, and the Office of the Attorney General, (OAG), the Seller, collectively referred to herein as the “Parties.”

The District has the responsibility to keep fraudulently obtained Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamp, benefits, and Temporary Assistance for Needy Families (TANF) benefits to a minimum through criminal prosecution and restitution efforts. D.C. Official Code § 4-218.02 (2001) authorizes the Attorney General to prosecute individuals for public assistance fraud, which encompasses the SNAP, TANF, Medicaid and Interim Disability Assistance Programs. Section 16(a) of the Food Stamp Act of 1977, enacted August 14, 1979, (Pub. L. No. 95-113, 7 U.S.C. 2011 *et seq.*) as amended, authorizes the United States Department of Agriculture (USDA) to reimburse each state agency not less than fifty percent (50%) of the cost of the SNAP Program investigations and prosecutions. The District law also provides mechanisms for civil recovery through the District’s False Claims Act, (D.C. Official Code § 2-381.02) and common law.

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is for DHS to fund OAG staff to actively prosecute, pursuant to the District’s civil and criminal laws, cases of TANF and SNAP fraud and misrepresentation in the Criminal Section and the Civil Enforcement Section of the Public Safety Division of OAG. The purpose is to recover fraudulently obtained TANF and SNAP benefits and to deter future attempts to fraudulently obtain benefits. DHS and OAG have agreed to establish the terms and conditions that shall permit DHS to meet its responsibilities established pursuant to federal law.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF OAG

OAG shall:

1. Recruit, hire and train OAG staff at the appropriate grade levels for the Welfare Fraud Unit;
2. Provide daily supervisory authority over OAG staff of the Welfare Fraud Unit, including oversight and monitoring, and administering payroll, leave and attendance issues;
3. Ensure that OAG staff within the Welfare Fraud Unit carry a caseload dedicated solely to the prosecution and the recovery of fraudulently obtained TANF and SNAP benefits cases;
4. Collaborate with DHS to establish standards and guidelines necessary to refer cases to the Welfare Fraud Unit;

5. Accept DHS referrals of individuals suspected of TANF and SNAP fraud, based upon agreed-upon standards and guidelines established between the Welfare Fraud Unit and DHS;
6. Prosecute TANF and SNAP fraud cases and bring civil actions according to the standards and guidelines established by the Welfare Fraud Unit, District and federal regulations; and
7. Take appropriate legal action against individuals who fail to make court ordered restitution.

B. RESPONSIBILITIES OF DHS

DHS shall through their Office of Program Review, Monitoring and Investigation (OPRMI):

1. Investigate cases of suspected fraud in the TANF and SNAP programs.
2. Refer TANF and SNAP fraud cases to the OAG Welfare Fraud Unit (Welfare Fraud Unit) according to the standards and guidelines established between DHS/OPRMI and OAG pursuant to Sections III. A.4 and III. A.5 above. As part of the referral process, DHS/OPRMI shall:
 - a. Collect, assemble and present all relevant DHS documents and forms;
 - b. Interview all necessary witnesses and prepare written statements or memoranda;
 - c. Prepare a final investigative report in accordance with the standards and guidelines established by the Welfare Fraud Unit, in accordance with DHS/OPRMI;
 - d. Provide any additional evidence, witnesses, data or services requested by the Welfare Fraud Unit including the serving of subpoenas and summons;
 - e. Refer cases; and
 - f. Provide annual input to OAG for the purpose of preparing the annual evaluation of the staff of the Welfare Fraud Unit.

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 prior to the expiration.
- B. The parties may extend the term of this MOU by exercising a maximum of three (3) one-year option periods for a total of four (4) years. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. Buyer shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. OAG shall hire, train and assign one full-time attorney to perform services under this MOU. The annualized cost for Fiscal Year (FY) 2022 is not to exceed **one hundred sixty-two thousand eight hundred twenty-three dollars (\$162,823.00)**. Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead.

Staff (Personal Services)

Trial Attorney:	Kathryn Blake
Salary (13/03)	\$107,705
<u>Benefits (21%)</u>	<u>\$ 22,618</u>
Subtotal	\$130,323

Non-Personal Services

Expert Witness Services (handwriting experts)	\$ 15,000
Books/Research Tools	5,000
Training and Travel	2,500
<u>Supplies and other litigation support</u>	<u>10,000</u>
Subtotal	\$ 32,500
Total	\$162,823

In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to the OAG in an amount which shall not exceed **one hundred sixty-two thousand eight hundred twenty-three dollars (\$162,823.00)**.
2. The OAG shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers; and (3) overhead. OAG shall invoice DHS for the actual costs incurred in the civil recovery and the prosecution (including pre-trial, trial and post-trial prosecutorial functions) of TANF and SNAP fraud cases only. Costs involved in prosecuting fraud in TANF and SNAP programs shall be accounted for separately. Funding for the services shall not exceed the actual cost of the services. OAG will return any excess advance to DHS.
3. OAG shall submit to DHS a quarterly expenditures report and an account of all SNAP cases closed by the 10th day following the end of each quarter. This case count shall be the basis for allocating costs by DHS to USDA for the SNAP Program.
4. Advances to the OAG for the services to be performed/goods to be provided shall not exceed the amount of this MOU of **one hundred sixty-two thousand eight hundred twenty-three dollars (\$162,823.00)**.
5. The OAG will relieve the advance and bill DHS through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. OAG will notify DHS within forty-five (45) days of the current FY if it has reason to believe that all of the advance will not be billed during the current FY. The OAG will return any excess advance to DHS by September 30th of the current FY.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

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

VII. COMPLIANCE AND MONITORING

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

VIII. FEDERAL ROLE

The United States Department of Agriculture (USDA) shall have the right to monitor the activities, and all records pertaining to the SNAP Program, covered under this MOU. DHS and OAG shall agree to maintain records of all cases closed or on appeal for a minimum of three (3) years or until restitution is completely paid, whichever is later.

IX. RECORDS AND REPORTS

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of the Buyer and other officials as may be specified by the District at its sole discretion.

X. CONFIDENTIAL INFORMATION

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

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

XII. NOTICE

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

For DHS:

Christa Phillips
Chief Accountability Officer
Office of Program Review, Monitoring
and Investigation
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4495
Fax: (202) 671-4494
Christa.Phillips@dc.gov

For OAG:

Tarifah Coaxum
Chief Administrative Officer
Office of the Attorney General
for the District of Columbia
400 6th Street, N.W., Suite 2200
Washington, DC 20001
Phone: (202) 724-5508
Fax: (202) 741-8819
Tarifah.Coaxum@dc.gov

XIII. MODIFICATIONS

- A. The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. The parties shall renegotiate if changes to applicable District or federal laws and/or regulations require changes to this MOU, or if revisions are necessitated by changes in pay levels of District employees, or if there is a significant increase in the level of cases presented by DHS for prosecution.
- B. Any procedures that may be required to implement this MOU shall be jointly established by the Chief, Office of Program Review, Monitoring and Investigation, DHS, the Administrator of the Economic Security Administration, and the Deputy Attorney General for Public Safety.

XIV. PROCUREMENT PRACTICES ACT

If a District agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01 *et seq.*) to procure the goods or services of the agent or third party.

XV. MISCELLANEOUS

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

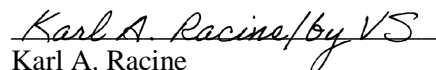
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

Date: 09/30/2022

FOR THE OFFICE OF THE ATTORNEY GENERAL:


Karl A. Racine
Attorney General

Date: 10/18/2022



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: 10/26/2022

SELLER INFORMATION

AGENCY: Office of the Attorney General AGENCY CODE: CB0

NAME OF CONTACT: Natalie Mayers

ADDRESS : 400 6th Street N.W. Finance Dept
Washington, D.C. 20001

TELEPHONE # : (202 724-5570

FAX # : (

AUTHORIZING OFFICER *Natalie Mayers* DATE: / / 10 / 26 / 2022

BUYER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS : 64 New York Avenue, N.E.
Washington, D.C. 20002

TELEPHONE # : (202-671-4242

FAX # : (

AUTHORIZING OFFICER *D. Rutherford -felix for H. Bernard* DATE: / /

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTON AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (“District”) Office of Contracting and Procurement (hereinafter “OCP” or “Seller Agency”) and the Department of Human Services (hereinafter “DHS” or “Buyer Agency”), collectively referred to herein as the “Parties.”

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k), and any other applicable District and Federal laws and regulations.

III. PURPOSE

The District Government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions, recognizing that many of the purchasing needs are mission specific. The reform strategy has been implemented through delegated procurement authority authorized by the District’s Chief Procurement Officer. The purpose of this MOU is to provide for the intra-district transfer of funds to support procurement reform.

IV. PROGRAM GOALS AND OBJECTIVES

In 2014, procurement services performed under the authority of the Chief Procurement Officer and the Procurement Practices Reform Act of 2010, as amended, were converted to the Delegated Procurement Authority operating structure. In accordance with this procurement reform initiative, designated agencies have been delegated the authority to manage full-service procurement operations, with the oversight and supervision of the Chief Procurement Officer (“CPO”), who serves as the Director of the Office of Contracting and Procurement.

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. The mission is fulfilled through a variety of programs addressing basic social needs, housing, homelessness, the needs of specific populations, and situations that impact the health and safety of District residents. Pursuant to the

procurement reform initiative, DHS will have delegated procurement authority, and will be responsible for providing funding and support services for the OCP procurement staff so that they can, in turn, support the programmatic and operational mandates of DHS.

V. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

1. OCP shall provide support to DHS, its Director, and the various program officials within DHS on procurement matters, including, but not limited to:
 - a) Assist agency staff in the planning and preparation of procurement-related documents;
 - b) Advise program staff on appropriate procurement methodology and solicitation management; and
 - c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line-item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and Program Cost Account (“PCA”) that ties to the fund and agency organization structure for the transfer of funds from DHS to OCP.
4. OCP will set up one (1) Full Time Equivalent (“FTE”) CS-12 Contract Specialist and one FTE MSS-14 Supervisory Contract Specialist in PeopleSoft for a total of two (2) FTE Contract Specialist positions.
5. OCP shall provide information technology support for the Procurement Automated Support System (“PASS”).
6. Consult with and obtain the concurrence of DHS before finalizing staffing decisions.
7. Provide all professional supervision of the Contract Specialists assigned to DHS.
8. Consult with the designated DHS contact regarding plans for the Contract Specialists’ annual leave with consideration of workflow and deadlines.
9. During a staff vacancy lapse period, reprogram funds for non-personnel services (“NPS”) to meet the service requirement under this MOU. OCP will only use the reprogrammed funds to support OCP staff located at DHS.

B. RESPONSIBILITIES OF BUYER AGENCY

1. DHS shall budget for all services in this MOU.

2. DHS shall transfer an aggregate amount of two hundred fifty-nine thousand two hundred ninety-two dollars (**\$259,292.00**).

VI. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties pursuant to Section XII of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one (1) year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VII. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed two hundred fifty-nine thousand two hundred ninety-two dollars (\$259,292.00) for Fiscal Year 2022. Funding for goods and/or services shall not exceed the actual cost of the goods and services provided based on the rates provided below:

Contract Specialist	(FTE) 12/4	October 1, 2021 – September 30, 2022		
Supervisory Contract Specialist	(FTE) 14/4	October 1, 2021 – September 30, 2022		
		<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Contract Specialist	(FTE) 12/4	\$89,997.00	\$19,619.00	\$109,616.00
Supervisory Contract Specialist	(FTE) 14/4	\$122,887.00	\$26,789.00	\$149,676.00

B. PAYMENT

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. Seller Agency shall submit quarterly reconciliations which shall explain the amount billed for that period. The reconciliations shall include itemized quarterly claims based on the total amounts paid and shall not exceed the amount of this MOU, two hundred fifty-nine thousand two hundred ninety-two dollars and zero cents (**\$259,292.00**).

3. Advances to Seller Agency for the services to be performed and goods to be provided shall not exceed the amount of this MOU.
4. Seller Agency shall collect the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (“45”) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

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, 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. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

IX. CONSISTENT WITH LAW

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

X. COMPLIANCE AND MONITORING

Seller Agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

XI. RECORDS AND REPORTS

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 from the date of expiration or termination of this MOU and, upon the District of Columbia’s request, make these documents available for inspection by duly authorized representatives of Buyer Agency and other officials as may be specified by the District of Columbia in its sole discretion.

XII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICES

The following individuals are the contact points for each Party:

For OCP:

Marc Scott, Chief Operating Officer
Office of Contracting and Procurement
441 4th Street, N.W., Suite 330 South
Washington, DC 20001
Desk: (202) 724-8759
Mobile: (202) 430-8227
Email: marc.scott@dc.gov

For DHS:

George Shepard, Policy Analyst
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Desk: (202) 299-2152
Mobile: (410) 404-7375
Email: george.shepard@dc.gov

XIV. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et seq.*) to procure the goods or services.

XV. RESOLUTION OF DISPUTES

The Chief Procurement Officer and the Director of DHS or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the City Administrator. The decision of the City Administrator related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of the Chief Financial Officer.

XVI. CONFIDENTIAL INFORMATION

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

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

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

10/01/2021
Date

FOR THE OFFICE OF CONTRACTING AND PROCUREMENT:

George A. Schutter/MAS
George A. Schutter, III
Chief Procurement Officer

11/30/2021
Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ EFF DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Office of Contracting and Procurement AGENCY CODE: NAME OF _____ PO0
CONTACT: Alemayehu Awas
ADDRESS : 441 4th Street NW, Suite 890N
Washington, DC 20012
TELEPHONE # : 202-727-6535 FAX # : _____
AUTHORIZING OFFICER _____ DATE: 12/27/2021

Alemayehu Awas

BUYER INFORMATION

Agency: Department of Human Services AGENCY CODE: JA0
Name of Contact Hayden Bernard
Address 64 New York Avenue, NW 4TH FL
Washington, DC 20002
Telephone (202) 671- 4240
Fax:# _____
Authorizing Officer D Rutherford-Felix for H. Bernard 12/27/2021
Hayden Bernard, AFO

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE:

Purchase of PS services from the Office of Contracting and Procurement

145,169.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	PO0	22	100	1434	POJA0	00001	4600	4600		PO0DHS/22
Buyer	JA0	22	5000	100	APHSO	HHC45	0409	0409		

GOOD/ SERVICE:

Purchase of PS services from the Office of Contracting and Procurement

DATE: ___/___/___

TOTAL: \$114,123.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	PO0	22	100	1434	POJA0	00001	4600	4600		PO0DHS/22
BUYER	JA0	22	5000	100	ASOSG	HHC77	0409	0409		

GOOD/ SERVICE:

DATE: ___/___/___

TOTAL:

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

GOOD/ SERVICE:

DATE: ___/___/___

TOTAL:

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
OFFICE OF THE CHIEF FINANCIAL OFFICER
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (District) Department of Human Services, Economic Security Administration (“DHS” or “Buyer Agency”) and the Office of the Chief Financial Officer, acting through the Office of Finance and Treasury (“OCFO” or “Seller Agency”), collectively referred to herein as the “Parties” and individually as a “Party”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k) (2001 ed. & Supp. 2014). Other controlling authority related to the administration of the Temporary Assistance for Needy Families (“TANF”) Program includes, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, approved August 21, 1996 (Pub. L. No. 104-193; 42 U.S.C. §§ 601, *et seq.*), as amended; the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code §4-205.01, *et seq.*), as amended; and any applicable local and federal law, regulation, and policy.

III. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to establish the terms and conditions under which the Buyer Agency shall reimburse the Seller Agency for its personnel use and contracting with the Fidelity National Information Services, Inc. (“FIS”) to facilitate the issuance of TANF benefits, including issuance and re-issuance of Electronic Benefits Transfer (“EBT”) cards, training and customer services. The Seller Agency shall also procure and implement the Fraud Navigator Service listed in the District of Columbia’s TANF State Plan to comply with the Federal Middle Class Tax Relief and Job Creation Act of 2012, effective February 22, 2012 (Pub. L. No. 112-96; 126 Stat. 197; 42 U.S.C. 608(a)), as amended, which prohibits EBT transactions at certain business establishments, and provides guidance for EBT use and monitoring services.

In addition, the Seller Agency shall ensure that all deliverables outlined in this MOU are completed in order to test and maintain the EBT program under the DC Access System (“DCAS”).

IV. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency shall:

1. With both Seller Agency personnel and through the contract with FIS, administer issuance of TANF benefits including but not limited to, issuance and re-issuance of the EBT cards, training, and customer service. The Seller Agency shall also provide overall contract management, EBT use and monitoring service, system security and control measures, reconciliation reporting, system integration testing and implementation, communications channels between all contracted parties, oversight of data and reporting, customer service and system user access.
2. The Seller Agency shall provide overall contract management and will act as a liaison in managing the contract deliverables outlined under Article III above, which includes but are not limited to items (a) through (h) outlined below. Adequate contract oversight shall drive performance based on the established Service Level Agreements/Indicators attached hereto and incorporated by reference:
 - a. Card distribution and operations
 - b. Issuance and re-issuance of EBT cards
 - c. EBT card audit and inventory management
 - d. Training for all users
 - e. Customer service for all users
 - f. Monitoring of contract requirements
 - g. Monitoring and reporting on contract performance
 - h. Update and maintenance of operations phase documents and reports
3. Actively manage and communicate vendor updates by functioning as the Agency in charge of ongoing communications for all EBT system and operational issues by:
 - a. Providing immediate notification of any issues related to system problems;
 - b. Providing on-going monitoring and reporting on contract performance based on reports supplied by the vendor;
 - c. Holding regular checkpoints to discuss open and closed issues from monitoring/status and performance reports. The agenda shall include contract management areas outlined in this MOU; and

- d. Provide copies of vendor reports specified in the contract.
4. Provide oversight of data and reporting related to contract requirements which shall include but is not limited to:
 - a. A comprehensive list of all reports available;
 - b. Card distribution/operations reports;
 - c. Issuance and reissuance of EBT cards;
 - d. EBT card audit and inventory management;
 - e. Fraud investigation, quality assurance and prevention reporting;
 - f. Update and maintenance of operations phase documents and reports;
 - g. Accounting of fees received per the contract;
 - h. Copies of vendor reports specified in the contract; and
 - i. Payment records.
5. Continuously advocate for DHS business priorities and interests with a primary focus on customer service and shall also include, but may not be limited to the following:
 - a. Staff training for all system users;
 - b. Sufficient time for District Agencies and Federal review/comment of documents related to information technology development and testing;
 - c. Documentation and follow-up of performance issues, complaints, and expected deliverables as outlined under Appendix A;
 - d. Regularly monitor/audit vendor operations;
 - e. Mitigate vendor related audit findings; and
 - f. Access to data and reporting through EBT Edge and EBT Insight.
6. Manage user access to all relevant vendor systems which shall include but not be limited to the following:
 - a. Ensure EBT Terminal and Investigation/Program Integrity Monitoring Access;
 - b. Ensure timely access management for EBT Edge, EBT Insight and all other relevant vendor systems by requiring a resolution within 48 hours or two (2) business days; and
 - c. Provide administrative system access for additional OCFO personnel to serve as back-up.
7. Seller Agency, through the contract with FIS, shall ensure that FIS shall perform the following deliverables, necessary to the processing and reporting to DCAS as it relates to the EBT program:

- a. Create a new FX ID for DC to use for file transmissions for EBT to the District's existing Test and Production environments on the EBT Edge System.
- b. Create datasets for all production and test batch files to be received by FIS from the District and all production and test response files to be sent back to the District from FIS
- c. Validate transmission of EBT TANF files and dataset names with the District.
- d. Build and configure an automated process to process Test and Production batch files received by FIS from the District and send back to the District responses to the batch files received.
- e. Provide up to 20 hours of assisted testing, during implementation. This includes phone support from FIS support staff while the District is testing.
- f. Provide access to Certification environment for unassisted testing.
- g. Update the District's Detail Design Document and Interface Manual to reflect the addition of the new FX ID and File Transmission Dataset names.
- h. Set-up the agreed upon file transmission datasets naming conventions.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer Agency shall transfer nine hundred thousand two hundred ninety-four dollars and twenty-three cents (\$900,294.23) to the Seller Agency for costs and expenditures outlined in this MOU which shall not exceed nine hundred thousand two hundred ninety-four dollars and twenty-three cents, (\$900,294.23) for Fiscal Year ("FY") 2022.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2021 through September 30, 2022, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) one (1)-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period sixty (60) days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed **nine hundred thousand two hundred ninety-four dollars and twenty-three cents (\$900,294.23)** for FY 2022.

B. PAYMENT

Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.

1. Seller Agency shall submit monthly reconciliations which shall include itemized monthly invoices that are billed to the TANF program.
2. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU, which is nine hundred thousand two hundred ninety-four dollars and twenty-three cents (\$900,294.23).
3. Seller Agency shall be reimbursed by the Buyer Agency through the Intra-District process only for those goods and/or services provided pursuant to the terms of this MOU.
4. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all the advance shall not be billed during the current fiscal year.
5. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.
6. The Seller Agency shall be responsible for any amounts ultimately disallowed by audit or other review by the Buyer Agency or Federal government.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of: (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code) and (ii) the District of Columbia Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285; D.C. Official Code §§1-204.46, 47-105; 47-355.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

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

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

Seller Agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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 from the date of expiration or termination of this MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of Buyer Agency and other officials as may be specified by the District in its sole discretion.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30th of the current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

Contact for Buyer Agency:

Anthea Seymour
Administrator
Economic Security Administration
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 698-3900
Email: Anthea.Seymour@dc.gov

Contact for Seller Agency:

Jeanne Marie Hoover
Senior Financial Manager
Office of the Chief Financial Officer
1101 4th Street, S.W., Suite W800
Washington, DC 20024
Phone: (202) 727-0911
Email: Jeanne.Hoover@dc.gov

XIII. PROCUREMENT PRACTICES REFORM ACT

If a District agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 *et seq.*) to procure the services.

XIV. RESOLUTION OF DISPUTES

Anthea Seymour, Administrator of Buyer Agency and Jeanne Marie Hoover, Chief of Management Operations of Seller Agency, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems (“OFOS”). The decision of OFOS shall be final.

XV. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:

By Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

07/27/2022
Date

FOR THE OFFICE OF THE CHIEF FINANCIAL OFFICER:

By Glen Lee
Glen Lee
Chief Financial Officer

8/9/2022
Date

**APPENDIX A:
Service Level Agreements/Indicators**

<u>#</u>	<u>Operating Performance Standard</u>	<u>Performance Deficiency</u>
<u>1</u>	<p><u>EBT Central Computer Uptime</u> The EBT Central Computer shall be up and available 99.9% of the scheduled uptime. 24 hours per day, seven days per week measured on a monthly basis, in accordance with processing specifications and requirements. Scheduled uptime shall mean the time the database is available and accessible for transaction processing and excludes scheduled downtime for routine maintenance. The EBT Central Computer consists of all system functions over which the Contractor/Subcontractor has direct control, either directly or through a subcontractor relationship.</p>	Failure of EBT Central Computer to be up 99.9% with scheduled uptime measured on a monthly basis.
<u>2</u>	<p><u>EBT System Uptime</u> The total EBT system, including the host server, any network, intermediate processing facilities or gateway, shall be available 99% of scheduled uptime, 24 hours per day, 7 day per week, in accordance with processing specifications and requirements</p>	Failure of the total EBT system to be “up” 99% of the scheduled uptime measured on a monthly basis.
<u>3</u>	<p><u>EBT System Modifications</u> The EBT System shall not be modified without notifying the District of Columbia.</p>	Modification to the system without prior notification to the District of Columbia which adversely affects the District operations or their clients.
<u>4</u>	<p><u>EBT Switching Services</u> The Debit Switch service shall be available 99.8% in any calendar month after deduction for scheduled downtime or failure of communication lines or telecommunications equipment out of the reasonable control of the Contractor, in accordance <u>with contract requirements</u>.</p>	Failure to provide Debit Switch availability 99.8% of the time in any calendar month.
<u>5</u>	<p><u>Settlement and ACH Processes</u> 1. The timeframe for ACH settlement window will be met 99.9% of the time measured within a 30 day rolling window. 2. AMA and ASAP entries will be made with 100% accuracy. 1. STARS daily redemption totals will be provided to the Benefit Redemption System Branch</p>	Failure to meet timeframe for ACH settlement window 99.9% of the time measured within a 30 day rolling window. Two or more errors in providing AMA data to the FRB of Richmond over a two-month period.

	<p>(BRSB) and the transmission of the ALERT with 100% accuracy.</p> <p>2. The EBT Contractor shall notify the District of Columbia of any settlement or reconciliation discrepancies within 12 hours.</p>	<p>Two or more errors in the daily redemption totals provided to the BRSB over a 60 day rolling period.</p> <p>Failure to provide notice of discrepancy within 12 hours.</p>
6	<p><u>Acceptance of Data or File Transmission</u></p> <p>The EBT Contractor's system shall be available to accept account set-up benefit authorization files or data transmissions 24 hours per day; seven days per week. The EBT System shall be made available within 60 minutes of being notified by the District that their system was not available to accept a file or data transmission</p>	<p>Failure of the EBT System to be available to accept account set-up or benefit authorization files or data transmissions 24 hours per day, seven days per week.</p>
7	<p><u>Card Specification</u></p> <p>The EBT Contractor shall provide the District of Columbia with an annual attestation indicating that all cards provided to the District during the preceding year, including disaster card inventories, meet the card specifications required in the Contract.</p> <p>In addition the EBT Contractor shall randomly select the District's card inventory and have it tested by an independent lab and shall provide the results of the test to the District of Columbia. In particular, the test results shall indicate the coercively level and rating of each tested card.</p>	<p>Failure to provide annual attestation.</p> <p>Failure to conduct annual test of randomly selected cards within 90 days of the contract anniversary date. Failure to provide independent test results within 90 days of the contract anniversary date.</p> <p>Failure to meet card specifications required in this Contract.</p>
8	<p><u>Benefit Availability</u></p> <p>Daily benefits received by 11:00 pm will be in the clients' accounts by 12:01 am the next morning.</p>	<p>Failure to have benefits available by 12:01 am for two or more days within a calendar month.</p>
9	<p><u>Transaction Response Time</u></p> <p>For leased line communications, 98% of EBT transactions shall be processed within 10 seconds or less, and 100% of EBT transactions shall be processed within 15 seconds. For dial up systems 95% of EBT transactions shall be processed within 15 seconds or less, and 100% of EBT transactions shall be processed within 20 seconds.</p>	<p>Failure to complete 98% of client EBT only POS transactions within 20 seconds for a month.</p>

<u>10</u>	<p><u>Inaccurate Transactions</u></p> <p>No more than 2 inaccurate transactions per every 10,000 EBT transactions processed including all types of SNAP and cash assistance transactions permitted at POS terminals and processing through the host computer, manual transactions entered into the system, credits to household accounts, and funds transfers to retailers. Accuracy shall be measured on a monthly basis.</p>	<p>Failure to maintain an accuracy standard of no more than 2 errors per every 10,000 EBT transactions within a 30 day rolling period.</p>
<u>11</u>	<p><u>Customer and Retailer Help Desks Performance</u></p> <p>1. 85% of all calls answered within 4 rings measured over a 2-month period. (4 rings are defined as 25 seconds.)</p> <p>2. 97% of all calls for Customer Service Representatives (CSR) answered within 2 minutes measured over a two-month period.</p>	<p>Failure to answer 85% of calls within 4 rings measured over a 2-month period.</p> <p>Failure to answer 97% of all calls for CSR within 2 minutes measured over a 2-month period.</p>
<u>12</u>	<p><u>Customer Service Complaints</u></p> <p>The EBT Contractor must respond to customer service complaints within the following timeframes:</p> <ul style="list-style-type: none"> • Priority One: 48 hours (e.g. card and account issues that negatively impact a cardholder's ability to access benefits.) • Priority Two: 5 business days (e.g. rudeness, or other issues that do not impact a cardholder's ability to access benefits.) 	<p>Priority One: Failure to respond within 48 hours.</p> <p>Priority Two: Failure to respond within 5 business day.</p>
<u>13</u>	<p><u>Host Response Time for Administrative Terminal Transactions</u></p> <p>Host response time for all administrative terminal transactions shall not exceed 2 seconds 98% of the time measured on a monthly basis.</p>	<p>Failure to respond to administrative terminal transactions within 2 seconds 98% of the time measured on a monthly basis.</p>
<u>14</u>	<p><u>Equipment Installation for EBT-only Retailers</u></p> <p>100% of POS terminals shall be installed and operational within 14 days of when the Contractor receives notification of retailer authorization from FNS measured within a 90 day rolling period. Retailer initiated delays are not included.</p>	<p>Failure to install 98% of the terminals within 14 days of the Contractor's receipt of notification from FNS measured within a 90 day rolling period, not including a delay in signing the contract by the retailer. Failure to follow up with a retailer who has not returned a contract within the allotted 10 calendar days.</p>
<u>15</u>	<p><u>EBT Only POS Equipment Replacement</u></p> <p>The EBT Contractor must ship, via overnight express, replacement POS equipment within 48 hours of a request for a replacement.</p>	<p>Failure to ship replacement POS equipment via overnight express within 48 hours of a request 98% of the time measured within a 30 day rolling period.</p>

<p>16</p>	<p><u>Card and PIN Issuance</u> Cards issued by mail, the EBT replacement cards, will be issued pinned and shall require activation by client via ARU.</p> <ol style="list-style-type: none"> 1. When the cards are issued by mail, the EBT Contractor shall mail cards no later than the next business day after receipt of a card issuance request. 	<p>Failure to issue cards through the mail. Failure to mail cards in accordance with contractual requirements 98% of the time measured on a monthly basis.</p>
<p>17</p>	<p><u>Access to System by Retailers Using a Third-Party Processor or Driving Their Own Terminals</u> When a retailer chooses to employ a third-party processor to drive its terminals or elects to drive its own terminals, access to the system shall be accomplished within 30 day period or a mutually agreed upon time, to enable any required functional certification to be performed by the Contractor</p>	<p>Failure to provide access to the system within a 30 day period, or within the mutually agreed upon time period, to 95% of the retailers using third party processors or driving their own terminals.</p>
<p>18</p>	<p><u>Project Status Reporting – After Conversion</u> 1. The Management Reports defined in this Contract shall be provided on a timely basis to the District. Weekly reports shall be provided by close of business on Mondays. Monthly reports shall be provided by the 15th of the following month. 2. Customer Service Statistics Reports shall be provided by the 15th of the following month.</p>	<p>Failure to deliver reports to the District within the required timeframe unless the District receives advance approval. Failure to deliver reports to the District within the required timeframe unless the District receives advance approval.</p>
<p>19</p>	<p><u>Response to Enhancement/Change Requests</u> The Contractor shall respond to Enhancement and Change requests with the estimated hours and time frame to complete the Enhancement and/or Change Request within two weeks of receiving the request. All change requests will have an approved start and completion date. In consultation with the District of Columbia, the EBT Contractor will designate Enhancement/Change Requests as low, medium, or high priority. Low priority changes shall be initiated within 180 calendar days of written approval by the District. Medium priority changes shall be initiated by the Contractor with 60 calendar days of written approval by the District, and high priority changes will be initiated by the Contractor within 30 calendar days of written approval by the District. Progress on open change requests must be included in the regularly scheduled Status Reports.</p>	<p>Failure to provide a response to any Enhancement and/or Change request within the promised timeframe on a monthly basis. Failure to initiate a low priority request within 180 calendar days of written approval by the District. Failure to initiate a medium priority request within 60 calendar days of written approval by the District. Failure to initiate a high priority request within 30 calendar days of written approval by the District. Failure to complete any change request by the approved completion date. Failure to report progress in Status Reports.</p>
	<p>Prior to conversion, a weekly Status Report shall be provided to the District.</p>	<p>Failure to deliver status report to the District on a weekly basis.</p>

INTRA DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: _____

DATE OF MOU: 10 /01 /21

SELLER INFORMATION

AGENCY: Office of the Chief Financial Officer

AGENCY CODE: AT0

NAME OF CONTACT: Nicole Dean Brown

ADDRESS: 1100 4th Street, S.W., 7th Floor
Washington, DC 20024

TELEPHONE: (202) 442-7125

EMAIL: Nicole.dean@dc.gov

AUTHORIZING OFFICER: *Nicole Dean Brown* **DATE:** 8/23/22
Nicole Dean Brown

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Avenue, N.E., 6th Floor
Washington, DC 20002

TELEPHONE: (202) 671-4242

EMAIL: hayden.bernard@dc.gov

AUTHORIZING OFFICER: *D. Rutherford -felix for H. Bernard* **DATE:** 09/30/2022
Hayden Bernard

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: TANF Benefits Distribution

DATE: _____ **TOTAL:** \$850,000.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AMOUNT
SELLER	AT0	22		706U4	70400	4600	4600			
BUYER	JA0	22	0100	APEPA	TE108	409	409			21,742.00
BUYER	JA0	22	8200	TDAM2	TE144	409	409			660,210.56
BUYER	JA0	22	8200	TMDE2	TE115	408	408			156,816.74
BUYER	JA0	22	8200	TMDE2	TE115	409	409			11,230.70

GOOD/ SERVICE: _____

DATE: _____ **TOTAL:** _____

**MODIFICATION NUMBER FOUR
TO THE
BILATERAL MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
FOR
FISCAL YEAR 2022**

The Memorandum of Understanding (MOU) executed on September 23, 2021, was entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL), collectively referred to herein as the “Parties.”

The Parties now desire to modify the MOU as follows:

- I. **Section II. PROGRAM GOALS AND OBJECTIVES: Paragraph 3** is hereby deleted and replaced with the following:

“The purpose of this MOU is to establish the terms and conditions under which DHS/ESA shall transfer a total of **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)** to OSSE to fund childcare subsidy slots for low-income families. The **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)** transferred from DHS/ESA to OSSE shall be allocated as follows:

- **Two hundred twenty-nine thousand two hundred fifty-one dollars (\$229,251.00)** in Social Services Block Grant (SSBG) funds, shall be transferred to OSSE to support childcare subsidy services provided to child development facilities pursuant to Title XX of the Social Security Act (SSA) of 1975 (Pub. L. No. 93-647; 42 U.S.C. §§1397, *et seq.*), as amended;
- **Thirty-one million dollars (\$31,000,000.00)** in Temporary Assistance for Needy Families (TANF) federal funds, shall be transferred to OSSE, to subsidize childcare services for low-income families, so that they may participate in work-related activities and reduce their dependence on public benefits, and carry out the purposes set forth in the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, effective August 22, 1996 (Pub. L. No.104-193; 42 U.S.C. §§ 601, *et seq.*, D.C. Official Code §§ 4-201.01, *et seq.*), as amended; and
- **Twelve thousand seven hundred fifty dollars and zero cents (\$12,750.00)** to enable DHS clients receiving Supplemental Nutrition Assistance Program (SNAP) benefits who participate in work or work-related activities to receive subsidized childcare services pursuant to SNAP, formerly known as Food Stamp program pursuant to Title XII of the Food and Nutrition Act (FNA) of 1977, September 29, 1977 (Pub. L. No. 95-113; 7 U.S.C. §§ 2001, *et seq.*), as amended.”

II. **Section II. PROGRAM GOALS AND OBJECTIVES: Paragraph 4** is hereby deleted and replaced with the following:

“Of the **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)** transferred from DHS to OSSE: **two hundred twenty- nine thousand two hundred fifty-one dollars (\$229,251.00)** in SSBG funds shall be transferred to OSSE to support childcare subsidy services provided to child development facilities pursuant to Title XX § 2001 of the SSA; **Thirty-one million dollars (\$31,000,000.00)** in TANF funds shall be transferred to OSSE, to subsidize childcare services for low-income families, so that they may participate in work-related activities and reduce their dependence on public benefits, and carry out the purposes set forth in the PRWORA to subsidize childcare services for low-income families, so that they may participate in work-related activities and reduce their dependence on public benefits; and **twelve thousand seven hundred fifty dollars (\$12,750.00)** shall be transferred to OSSE to enable persons receiving SNAP benefits pursuant to the FNA, to participate in training and employment-related activities through the SNAP Employment & Training (E&T) program.”

III. **Section II. PROGRAM GOALS AND OBJECTIVE: Paragraph 5** is hereby deleted and replaced with the following:

“In addition, the purpose of this MOU is to establish the terms and conditions under which OSSE shall transfer **one million eight hundred twenty-one thousand four hundred ninety-three dollars and ninety-eight cents (\$1,821,493.98)** to DHS to support the Child Care Services Division (CCSD) within DHS to determine eligibility for childcare services under the aforementioned childcare subsidy.”

IV. **Section III. SCOPE OF SERVICES: Subsection A. RESPONSIBILITIES OF OSSE, Subparagraphs 3, 5, and 6** are hereby deleted and replaced with the following:

3. “Use the funds provided by DHS/ESA under Section VI.A. of this MOU to fund childcare subsidy payments to providers consistent with the provisions of the PRWORA and the FNA.”
5. “Relinquish a claim or use of funds related to maintenance of effort (MOE) in the amount of **twenty-two million one hundred sixty-nine thousand three hundred sixty-five dollars (\$22,169,365.00)** in local funds, thereby allowing DHS to claim these local funds for federal match in the TANF and SNAP E&T programs respectively.”
6. “Transfer funds via intra-district transfer in the amount of **one million eight hundred twenty-one thousand four hundred ninety-three dollars and ninety-eight cents (\$1,821,493.98)** to DHS/ESA to support the childcare eligibility determination functions; and”

V. **Section III, SCOPE OF SERVICES: Subsection B. REPOSIBILITIES OF DHS Subparagraphs 1. and 2.** are hereby deleted and replaced with the following:

1. “No later than thirty (30) days of the execution of this MOU, transfer **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)** to OSSE to fund childcare subsidy slots for low-income families, in accordance with the priorities set forth in the Day Care Policy Act of 1979, effective September 19, 1979 (D.C. Law 3-16; D.C. Official Code §§ 4- 401, *et seq.*);
2. Make timely, accurate eligibility determinations for the childcare subsidy program, in accordance with the Day Care Policy Act.; the Child Care Development Block Grant Act of 2014, effective November 19, 2014 (Pub. L. No. 113-86, 42 U.S.C. § 9857 *et seq.*) as amended; and the FNA. DHS/ESA shall also (1) ensure accuracy of eligibility data entry and case records; (2) ensure that case records are properly secured in accordance with OSSE and District policies for personally identifiable information; (3) comply with the federal Child Care and Development Fund (CCDF) requirement to maintain case records for a minimum of three (3) years; and (4) work with OSSE to determine how to recover improper payment due to incorrect eligibility determination to prevent errors and improper payments;”

VI. Section III. SCOPE OF SERVICES: Subsection B. RESPONSIBILITIES OF DHS, Subparagraphs 16. and 17. are hereby deleted and replaced with the following:

16. “DHS/ESA CCSD shall maintain one (1) Program Manager, one (1) Section Chief, two (2) Supervisory Social Service Representatives (SSSR), twelve (12) Social Service Representatives (SSR), four (4) Social Service Assistants (SSA).
 - a. The Program Manager will provide guidance and direction to the CCSD and will have oversight of the program. The Program Manager will supervise the Section Chief and provide strategic planning, direct supervision and review of all rules and policies of the Program. This role will focus on improving childcare service delivery and ensuring that business processes are adhered to seamlessly.
 - b. The Section Chief will provide direct supervision to the Supervisory SSR pertaining to childcare eligibility determination, admission form processing, policy clarification and adherence; as well as, provide programmatic and administrative oversight of CCSD operations, addressing emergency situations and resolving issues and crises and approving admission forms and handling non-traditional adjustments.
 - c. The Supervisory SSR will report to the Section Chief and provide direct supervision and day-to-day guidance to the SSR staff pertaining to childcare eligibility determination, admission form processing, policy clarification and adherence, as well as, provide

programmatic and administrative oversight of CCSD operations, addressing emergency situations and resolving issues and crises and approving admission forms and handling non-traditional adjustments.

- d. The SSR are responsible for conducting eligibility determination and re-determination for customers who are in need of traditional and non-traditional hours of subsidized childcare services; reviewing information provided by customers and applying appropriate rules and policies of OSSE, the District, and Federal guidelines; completing case narratives; documentation for payments; detailed reports of customers served; and coordinating with other agencies.
- e. The SSA are responsible for responding to calls and inquiries pertaining to eligibility criteria for subsidized childcare; providing technical assistance to customers until the situation can be referred to and addressed by the appropriate staff; following-up on case/customer issues with SSR; returning calls and emails to customers within a certain timeframe; and assisting in maintaining case files.
- f. The Program Support funds will support staff in administering exceptional services to eligible District residents. Program supports include operational needs, consumable office supplies, training, equipment, and other vital resources.

17. DHS/ESA currently co-locates CCSD staff throughout the District and there will be flexibility in these locations based on ESA’s operational needs. The co-location of CCSD is currently in place at the Virginia Williams Family Resource Center (VWFRC), located at 920 Rhode Island Avenue, N.E.; the Congress Heights Service Center, located at 4049 South Capitol Street, S.W.; and the Taylor Street Service Center, located at 1207 Taylor Street, N.W. The Taylor Street and Fort Davis Service Centers were temporarily closed on July 12, 2021 for planned renovations.”

VII. Section III. SCOPE OF SERVICES: Subsection C. JOINT RESPONSIBILITIES Subparagraph 3. is hereby deleted and replaced with the following:

- 3. “Collaborate in data matching for customers receiving subsidized childcare and TANF, SNAP E&T Program, and Foster Care and Protective Services. This includes sharing individual record level data related to federal reporting and monitoring requirements; and”

VIII. Section IV. DURATION OF MOU: Subsection A. is hereby deleted and replaced with the following:

- A. “This MOU shall be effective from October 1, 2021 through September 30, 2022, unless otherwise amended or terminated in writing by the Parties prior to the expiration.”

IX. Section V. AUTHORITY FOR MOU is hereby deleted and replaced with the following:

“The authority for this MOU includes: D.C. Official Code §1-301.01(k); Family Rights and Education Privacy Act (FERPA) of 1974, effective August 21, 1974 (Pub. L. No. 93- 380, 20 U.S.C. §§ 1232g, *et seq.*) as amended; the Data-Sharing and Information Coordination Amendment Act of 2010, effective December 4, 2010 (D.C. Law 18-273, D.C. Official Code §§ 7-241, *et seq.*), as amended and corresponding regulations at 29 DCMR §§ 3000, *et seq.* (the Data Sharing Act); the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code § 4-209.04), as amended; the FNA; the PRWORA; the Individuals with Disabilities Education Act of (IDEA) 1990, effective October 30, 1990 (Pub. L. No. 101-476; 20 U.S.C. §§ 1400, *et seq.*); as amended; Mayor’s Order 2011-169, effective October 5, 2011; and any other applicable District and federal laws and regulations.”

X. Section VI. FUNDING PROVISIONS: Sub-section A. COST OF SERVICES, Sub-paragraph 1. is hereby deleted and replaced with the following:

- 1. “The actual cost for services under this MOU shall not exceed **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)** for FY 2022. Of the **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)**, **two hundred twenty-nine thousand two hundred fifty-one dollars (\$229,251.00)** shall be transferred from SSBG funding, **thirty-one million dollars (\$31,000,000)** shall be transferred from TANF federal funding, and twelve thousand seven hundred fifty dollars and zero cents (\$12,750.00) shall be transferred from SNAP funding for FY 2021.”

XI. Section VI. FUNDING PROVISIONS: Subsection B. Payment, is hereby deleted and replaced with the following:

- 1. Payment for all of the goods and services shall be made through an intra -district advance by DHS/ESA to OSSE based on the total amount of this MOU, **thirty-one million two hundred forty-two thousand one dollar (\$31,242,001.00)** for FY 2022.
- 2. OSSE shall provide DHS/ESA with invoices that report expenditures and provide supporting data at the individual record level on participants served using SNAP E&T funds on a quarterly basis to program staff. Invoices shall include details on the full cost of services and 50% amount allowable for reimbursement.
- 3. Advances to OSSE for the services to be performed shall not exceed the amount of this MOU.

4. OSSE shall relieve the advance and bill DHS/ESA through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OSSE shall return any excess advance to DHS/ESA by September 30th the current fiscal year.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems within the Office of the Chief Financial Officer.
6. Any expenditure disallowed by audit or other DHS or Federal government review shall be subject to repayment by OSSE.”

XII. Section XI. NOTICE, is hereby deleted and replaced with the following:

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

For DHS:

Anthea Seymour, Administrator
 Economic Security Administration
 64 New York Avenue, N.E., 6th Floor
 Washington, DC 20002
 Phone: (202) 698-3900
 Email: Anthea.Seymour@dc.gov


For OSSE:

Sara Mead, Assistant Superintendent
 for Early Learning
 1050 First Street, N.E., 6th Floor
 Washington, DC 20002
 Phone: (202) 506-0467
 Email: Sara.Mead@dc.gov”

All other terms and conditions outlined in the original Bilateral MOU shall remain the same.

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

FOR THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION:

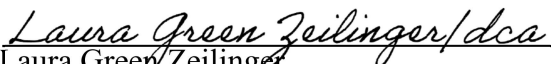


 Dr. Christina Grant
 State Superintendent of Education

05/10/2022

 Date

FOR THE DEPARTMENT OF HUMAN SERVICES:



 Laura Green Zeilinger
 Director

04/21/2022

 Date



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Office of the State Superintendent of Education

AGENCY CODE: GD0

NAME OF CONTACT: Paris Saunders

ADDRESS : 1050 1st St NE 3d Floor
Washington, DC 20002

TELEPHONE # : (202) 727-3450

FAX # :

AUTHORIZING OFFICER Stephen Regis for Paris Saunders
Paris Saunders

DATE: ___ / ___ / ___

BUYER INFORMATION

AGENCY: District Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard - AFO

ADDRESS : 64 New York AVE NE 4th Floor
Washington DC 20002

TELEPHONE # : (202) 671-4240

FAX # :

AUTHORIZING OFFICER D. Rutherford-felix for H. Bernard
Hayden Bernard, AFO

DATE: ___ / ___ / ___

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTON AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: To fund child-care subsidy for low-income families so they can participated in work related activities

TOTAL: \$ 229,251.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3
SELLER	GD0	22	0703	IA703	IABG2	4600	4600		SSBG11/15		
BUYER	JA0	22	8200	SSS02	FST02	0501	0501				

GOOD/ SERVICE: _____

TOTAL: 31,000,000.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3
SELLER	GD0	22	0703	IA703	IADA2	4600	4600		DHS11A/16		
BUYER	JA0	22	0100	APOCD	TST04	0501	0501				

GOOD/ SERVICE: _____

TOTAL: \$12,750

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3
SELLER	GD0	22	0703	IA703	IADB2	4600	4600		DHS11B/16		
BUYER	JA0	22	8200	FCSB2	TST05	0501	0501				

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: \$31,242,001



INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: District Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard - AFO

ADDRESS : 64 New York AVE NE 4th Floor

Washington DC 20002

TELEPHONE # : (202) 671-4240

FAX # :

AUTHORIZING OFFICER D. Rutherford - felix for H. Bernard
Hayden Bernard, AFO

DATE: ___ / ___ / ___

BUYER INFORMATION

AGENCY: Office of the State Superintendent of Education

AGENCY CODE: GD0

NAME OF CONTACT: Paris Saunders

ADDRESS : 1050 1st St NE 3d Floor

Washington, DC 20002

TELEPHONE # : (202) 727-3450

FAX # :

AUTHORIZING OFFICER Stephen Regis for Paris Saunders
Paris Saunders

DATE: ___ / ___ / ___

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ To support the child-care eligibility determination functions.

TOTAL: **\$ 1,717,332.89**

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	
SELLER	JA0	22	0762	EOLS2	TE133	4600	4600				
BUYER	GD0	22	0100	LE800	LE802	0050	0506				

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: **\$1,821,494**



**MODIFICATION NUMBER FOUR
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

The Memorandum of Understanding (MOU) dated May 26, 2021, was entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the Office of the State Superintendent of Education (OSSE), collectively referred to herein as the “Parties.”

The Parties now desire to renew and modify the MOU as follows:

II. Section III. SCOPE OF SERVICES, Sub-section B.1. is hereby deleted and replaced with the following:

B. “Responsibilities of the DHS/ESA

DHS/ESA shall be responsible for the following activities and services:

1. Transferring one hundred thousand dollars (\$100,000.00) to OSSE, through an intra-district transfer, to administer the TAPIT program for Fiscal Year (FY) 2022”.

III. Section IV. DURATION OF AGREEMENT is deleted in its entirety and replaced with the following:

“IV. DURATION OF AGREEMENT

- A.** The period of this MOU shall be effective from October 1, 2021 through September 30, 2022.
- B.** This MOU shall terminate on September 30, 2022, but may be extended, contingent upon availability of funds, in one (1) year increments, provided a written notice is given by the party seeking the extension at least thirty (30) calendar days prior to MOU expiration date. In no event shall this MOU extend more than four (4) option periods from the date the original MOU was executed which shall be no later than September 2023.
- C.** DHS/ESA and OSSE reserve the right to request a modification and/or re-negotiation of the terms and conditions of this MOU at any time, in writing and with the agreement of both parties.”

IV. Section VII. FUNDING PROVISIONS, Sub-sections A and B are hereby deleted and replaced with the following:

A. “Cost of Services

1. Total cost for services under this MOU shall not exceed one hundred thousand dollars (\$100,000.00) for FY 2021. Funding for the services shall not exceed the actual cost of the goods or services, including labor, materials, and reasonable overhead.
2. In the event this MOU is terminated, payment to OSSE shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

B. Payment

1. Payment for all goods and services shall be made through an Intra-District advance by DHS/ESA to OSSE based on the total amount of this MOU, which shall not exceed one hundred thousand dollars (\$100,000.00) for FY 2022.
2. OSSE shall submit monthly/quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers; and (3) reasonable overhead.
3. Advances to OSSE for the services to be performed/goods to be provided shall not exceed the amount of this MOU, one hundred thousand dollars (\$100,000.00) for FY 2022.
4. OSSE shall relieve the advance and bill DHS/ESA through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. OSSE shall return any excess advance to DHS/ESA by September 30th of the current fiscal year.”

V. **Section XIII. NOTICE** is hereby deleted and replaced with the following:

“XIII. NOTICE

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

For DHS:

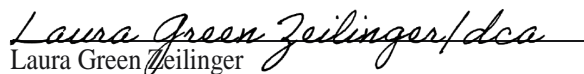
Ann Pierre, Deputy Administrator
Customer Workforce
Employment & Training
Economic Security Administration
Department of Human Services
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 251-94-70
Email: Ann.pierre@dc.gov

For OSSE:

Toshia Dark Berry, Management Analyst
Postsecondary and Career Education
Office of the State Superintendent of Education
1050 First Street, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 741-6482
Cell: (202) 641-1456
Email: Toshia.Dark@dc.gov”

IN WITNESS WHEREOF, the parties hereto have signed this MOU as of the day and year written below:


FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

11/14/2021
Date

FOR THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION:



Christina Grant
State Superintendent of Education

12/10/2021
Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

**PART I
GENERAL**

MOU NUMBER: _____ DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Office of the State Superintendent of Education (OSSE) AGENCY CODE: GD0

NAME OF CONTACT: Paris Saunders

ADDRESS : 1050 First Street, N.E., 3rd Floor

Washington, DC 20002

TELEPHONE # : 202-727-3450

FAX # : _____

AUTHORIZING OFFICER Paris Saunders DATE: 12 / 15 / 21

BUYER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: _____

NAME OF CONTACT: Hayden Bernard

ADDRESS : 64 New York Avenue

Washington DC 20002

TELEPHONE # : 202-671-4240

FAX # : _____

AUTHORIZING OFFICER D Rutherford-Felix for H. Bernard DATE: 12 / 17 / 2021

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES,
FACILITIES MANAGEMENT DIVISION
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS) and the Department of General Services, (DGS) Facilities Management Division (FMD), collectively referred to herein referred to individually as “Party” and collectively as the “Parties.”

DHS has requested the placement and servicing of thirty-three (33) portable sinks for a period of fourteen (14) weeks from October 1, 2021 until January 7, 2022. This is in support of the District’s efforts to mitigate the spread of COVID-19, especially during the District’s public emergency. See Attachment A for location details.

II. PROGRAM GOALS AND OBJECTIVES

DHS’ mission is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services.

DGS’ mission is to elevate the quality of life for the District with superior construction, first-rate maintenance, and expert real estate management. By building and maintaining safe and green state-of-the-art facilities which foster economic growth and elevate educational environments, our trusted and skillful employees create modern and vibrant communities across all of the District.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF DGS

To mitigate the spread of COVID-19, DGS/FMD shall work with the contractor, Soil and Land Use Technology, Inc. (SALUT) to place and service thirty-three (33) portable sinks at thirty-three (33) locations (1 device per location), as specified in Attachment A herein attached. DGS/FMD shall request that the contractor relocate based upon the request of DHS.

DGS and its contractor's roles will include:

1. Maintaining placement of thirty-three (33) portable sinks from October 1, 2021 through January 7, 2022 at the locations specified in Attachment A herein attached.
2. Servicing each portable sinks for fourteen (14) weeks daily.
3. Servicing shall include cleaning/disinfection, maintenance, fresh and grey water exchange, and the refilling of disposables (soap and towels).
4. Appropriately responding to maintenance/service-related issues for all portable sinks within 48 hours.

B. RESPONSIBILITIES OF DHS UNDER THE MOU

1. DHS shall inform DGS of portable sink condition status concerns for corrective action.
2. DHS shall request DGS to relocate sinks based on new requirements.
3. Transfer an aggregate amount of four hundred fifty-six thousand two hundred sixty dollars (\$456,260.00) to DGS within two (2) weeks of the executed MOU agreement.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2021, through September 30, 2022, unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); the Department of General Services Establishment Act of 2011, D.C. Law 19-21, October 1, 2011; and any other applicable District and federal law and regulation.

VI. FUNDING PROVISIONS

A. COST SERVICES

1. Total cost for goods and services under this MOU shall not exceed four hundred fifty-six thousand two hundred sixty dollars (\$456,260.00) for Fiscal Year (FY) 2022. Funding for the services shall not exceed the actual cost of the services.
2. The estimated cost of this MOU is based on a total cost of services agreed upon during the term of this MOU.
3. In cases where DGS/FMD does not provide services for the number of days or hours specified in the MOU, payment to DGS/FMD shall be reduced to reflect the actual number of days or hours worked by the DGS contractor.
4. In the event of termination of the MOU, payment to DGS/FMD shall be held in abeyance until all required fiscal reconciliation is completed.

B. PAYMENT

1. Payment for goods and services in part or in whole shall be made via Intra District funds transfer by DHS to DGS/FMD based on advanced requests submitted by DGS/FMD.
2. Payment to DGS/FMD for the services to be performed shall not exceed the amount of this MOU, four hundred fifty-six thousand two hundred sixty dollars (\$456,260.00).
3. DHS reserves the right to deny payments to DGS/FMD for services not provided pursuant to the terms of this MOU.
4. The Directors of DHS and DGS/FMD, or their designees, shall resolve adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C Office of Financial Operations and Systems within the Office of the Chief Financial Officer.

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, 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.

VII. COMPLIANCE AND MONITORING

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

VIII. RECORDS AND REPORTS

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

IX. PROCUREMENT PRACTICES REFORM ACT

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

Official Code § 2-351.01, *et seq.*) (2012 Repl. and 2016 Supp.) to procure the goods or services of the agent or third party.

X. CONFIDENTIAL INFORMATION

Both Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, including any information developed through an investigation or prosecution of a case, in accordance with all relevant federal and local statutes, regulations, policies, and the relevant provisions of the Internal Revenue Code. Information received by either Party in the performance of this MOU shall remain the property of DHS.

XI. SPECIAL PROVISIONS FOR TERMINATION OF THE MOU

DHS or DGS/FMD may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party on the following grounds:

- A. Lack of funding;
- B. Changes in applicable law;
- C. Changes in the structure or nature of the program;
- D. Elimination of the program or service;
- E. Failure of either Party to follow District laws, rules, or regulations; or
- F. Failure of either Party to follow the terms of this MOU.

XII. NOTICES

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

For DGS:

Brian Killian
Facilities Management Division
Department of General Services
2000 14th Street, N.W., 8th floor
Washington, DC 20009
Cell Phone: (202) 359-5625
Email: Brian.killian@dc.gov

For DHS:

Angela Charles
Emergency Management Specialist
DC Department of Human Services
64 New York Avenue N.E., 6th Floor
Washington, DC 20002
Office Phone: (202) 671-4344
Cell Phone: (202) 288-0139
Email: Angela.charles@dc.gov

XIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIV. MISCELLANEOUS

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

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

FOR THE DEPARTMENT OF GENERAL SERVICES:

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: 5242fb0c2b9f4abc231cd06a96810c40

12/03/2021

Date: _____

Keith A. Anderson
Director

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

Date: 11/30/2021

ATTACHMENT A

Location of Handwashing Stations to Mitigate Spread of COVID-19

Location Number	Location Name	Number of Devices
1	M & Wisconsin: N.W. Corner by the COS store	1
2	Albemarle and Wisconsin: N.W. corner, on Albemarle by the Metro	1
3	Dupont Circle: Sidewalk of P Street and Massachusetts Avenue outside of the circle	1
4	21st & E Encampment: S.E. corner of 21st and E	1
5	Georgia Avenue & Missouri Avenue by the Northbound bus station	1
6	Brookland Metro	1
7	14th and Park: Columbia Plaza	1
8	Eastern Market Metro	1
9	Bladensburg/Florida Avenue intersection	1
10	Safeway in S.W. near Waterfront Metro	1
11	Malcolm X and Martin Luther King Avenue: In front of the Popeyes	1
12	East Capitol and Benning Road intersection: At the Shrimp Boat	1
13	2nd and M Street N.E. near REI	1
14	Union Station: Near the Metro escalators	1
15	McPherson Square: Sidewalk on 15th Street, leading into Vermont Avenue, N.W.	1
16	Farragut Square: Sidewalk near the corner of K Street and 17th Street, N.W.	1
17	3rd and Virginia Avenue, S.E.	1
18	New Jersey Avenue and O Street, N.W. (DPR Park)	1
19	M and 34th Street, N.W. (by Key Bridge)	1
20	17th and Corcoran N.W.	1
21	Whitehurst Freeway (Near the 26 th and I Street Playground)	1
22	3rd Street Tunnel exit (between 2nd & 1st Street and C Street, N.W.)	1
23	11th and Rhode Island N.W. (near Shaw Skate Park)	1
24	11th and G Street N.W. (near the Metro)	1
25	L Street and 2nd N.E.	1

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

1

PART I

MOU NUMBER: DLRS_3908

Services: Handwashing Stations

AMOUNT: 456,260.00

SELLER INFORMATION

AGENCY: Department of General Services

AGENCY CODE: AM0

NAME OF CONTACT: Antoinette Hudson-Beckham

ADDRESS : 2000 14th Street NW

Washington DC 20009

TELEPHONE # : 202-698-7476

FAX # :

AUTHORIZING OFFICER David Kintu for AHB 12/22/21

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, AFO

ADDRESS : 64 New York Avenue, NE

Washington, DC 20001

TELEPHONE # : 202-442-8308

FAX # :

AUTHORIZING OFFICER D. Rutherford-Felix for H. Bernard

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

26	Petworth Metro (Intersection of Georgia Avenue and New Hampshire)	1
27	Van Ness Metro (N.W. corner of Connecticut Avenue and Veazey Terrace)	1
28	Good Hope Road and Minnesota Avenue, S.E. (near the park)	1
29	Florida Avenue and North Capitol Avenue N.W.	1
30	8th and H Street N.E. (Near the 7-11)	1
31	Benning Road and Minnesota Avenue N.E.	1
32	Alabama Avenue and Good Hope Road SE (near the BP gas station)	1
33	20 th and E Street, N.W.	1

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: DLRS_3908

Services: Handwashing Stations

AMOUNT: 456,260.00

SELLER INFORMATION

AGENCY: Department of General Services

AGENCY CODE: AM0

NAME OF CONTACT: Antoinette Hudson-Beckham

ADDRESS : 2000 14th Street NW

Washington DC 20009

TELEPHONE # : 202-698-7476

FAX # :

AUTHORIZING OFFICER David Kintu for AHB 12/22/21

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, AFO

ADDRESS : 64 New York Avenue, NE

Washington, DC 20001

TELEPHONE # : 202-442-8308

FAX # :

AUTHORIZING OFFICER D Rutherford-Felix for H. Bernard

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MODIFICATION NUMBER FOUR
TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DISTRICT OF COLUMBIA HOUSING AUTHORITY
FOR
FISCAL YEAR 2022**

The Memorandum of Agreement (MOA), executed March 31, 2022, was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), the buyer agency, and the District of Columbia Housing Authority (DCHA), the seller agency, collectively referred to herein as the “Parties.”

The Parties now desire to modify the MOA to increase the budget for Fiscal Year (FY) 2022 as follows:

I. Section III. SCOPE OF SERVICES, Sub-section A. DHS Obligations and Responsibilities, Paragraph 3. Resources and Payment Schedule, Sub-paragraph 3.1, is hereby deleted and replaced with the following:

“3.1 The total cost for services under this MOA shall not exceed **seventy-five million dollars (\$75,000,000.00)** for FY 2022 as follows:

- **Local Funding**
 - Up to **forty-nine million seven hundred thousand dollars (\$49,700,000.00)** in local District funding.
- **Federal Funding**
 - Up to **fifteen million dollars (\$15,000,000.00)** in Emergency Rental Assistance (ERA) federal funding from the United States Department of Treasury.
 - Up to **nine million dollars (\$9,000,000.00)** in Emergency Solutions Grant (ESG) Coronavirus Aid, Relief, and Economic Security Act (CARES ACT) federal funding from United States Department of Housing and Urban Development (HUD).
 - Up to **one million three hundred thousand dollars (\$1,300,000.00)** in annual allocation of Emergency Solutions Grant (ESG) federal funding from HUD.”

II. Section III. SCOPE OF SERVICES, Sub-section A. DHS Obligations and Responsibilities; Paragraph 3. Resources and Payment Schedule, Sub-paragraph 3.2, Bullet 2 is hereby deleted and replaced with the following:

- “Based on the invoices submitted by DCHA, DHS shall subsequently transfer up to **seventy-five million dollars (\$75,000,000.00)** prior to September 30, 2022.”

III. Section III. SCOPE OF SERVICES, Sub-section B. DCHA Obligations and Responsibilities, Paragraph 3. Services, Sub-paragraphs 3.27 and 3.28 are hereby deleted and replaced with the following:

“3.27 DCHA shall provide the requested data elements and provide technical assistance as needed in accordance with the updated tentative transition plan and process as shown in **Attachment A**.

FRSP Tentative Transition Plan	
Timeframe	Action
May 2022	DCHA transitions 100% of FRSP new unit inspections.
June 2022	DCHA transitions up to 20% of FRSP landlords.
July - September 2022	DCHA transitions 100% of FRSP client portfolio.

3.28 DCHA shall stop all initial inspections by May 31st and stop all complaint inspections by June 30th. DCHA shall provide a final closeout report by August 1st.”

IV. Section III. SCOPE OF SERVICES, Sub-section B. DCHA Obligations and Responsibilities, Paragraph 3. Services, new Sub-paragraph 3.29 and 3.30 are hereby added as follows:

“3.29 Effective June 1st, DCHA shall assess all client payments received and determine which provider the payment should be routed. Effective October 1st, DCHA shall reroute all additional client payments received to Greater Washington Urban League (GWUL) and shut down the DCHA Wells Fargo box.

3.30 For landlord payments that have transitioned to GWUL, DCHA shall direct all landlord communication to GWUL at (202) 792-2592 or frsppayments@gwul.org”

V. Section VI. FUNDING PROVISIONS, Sub-sections A. Cost of Services is hereby deleted and replaced with the following:

A. “Cost of Service

The total cost for services under this MOA shall not exceed **seventy-five million dollars (\$75,000,000.00)** for FY 2022, which includes reimbursement to DCHA of the fees associated with administering FRSP as provided in Section III, A.3, 3.2, as follows:

- **Local Funding**
 - Up to **forty-nine million seven hundred thousand dollars (\$49,700,000.00)** in local District funding.
- **Federal Funding**
 - Up to **fifteen million dollars (\$15,000,000.00)** in Emergency Rental Assistance (ERA) federal funding from the United States Department of Treasury.

- Up to **nine million dollars (\$9,000,000.00)** in Emergency Solutions Grant (ESG) Coronavirus Aid, Relief, and Economic Security Act (CARES ACT) federal funding from the United States Department of Housing and Urban Development (HUD).
- Up to **one million three hundred thousand dollars (\$1,300,000.00)** in annual allocation of Emergency Solutions Grant (ESG) federal funding from HUD.”

All other terms and conditions outlined in the original MOA shall remain the same.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

06/16/2022
Date

FOR THE DISTRICT OF COLUMBIA HOUSING AUTHORITY:

Brenda Donald
Brenda Donald
Executive Director

6/29/2022
Date:

ATTACHMENT A

Landlord Data

Landlord Name

Landlord Mailing Address

Tax ID #

Direct Deposit Information

Client Data

Client Name

Client DOB

Client Address

Unique ID (ideally)

Client Payment History

Payment Data

Total Unit Rent

RPI Enrollment Status

Client Rent Amount

Lease Up Date

Payment History with Itemization

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DISTRICT OF COLUMBIA HOUSING AUTHORITY
FOR
FISCAL YEAR 2022**

The Memorandum of Agreement (MOA) dated September 23, 2020, was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), the buyer agency, and the District of Columbia Housing Authority (DCHA), the seller agency, collectively referred to herein as the “Parties.”

The Parties now desire to modify the MOA for Fiscal Year (FY) 2022 as follows:

I. Section I. INTRODUCTION, is hereby deleted and replaced with the following:

“This Memorandum of Agreement (MOA) is entered into on October 1, 2021 by and between the District of Columbia (District) Department of Human Services (DHS), the buyer agency, and the District of Columbia Housing Authority (DCHA), an independent authority of the District, the seller agency, to administer the DHS Permanent Supportive Housing Program (hereinafter referred to as “PSHP”). DHS and DCHA are each referred to herein as a “Party” and collectively, referred to herein as the “Parties.” The “Effective Date” of this MOA shall be October 1, 2021.”

II. Section III. SCOPE OF SERVICES, Sub-section A – Obligations and Responsibilities of DHS, Part 2 – Resources, sub-Part, 2.a and 2.b are hereby deleted and replaced with the following:

“2.1 The total cost for services under this MOA shall not exceed **eleven million dollars (\$11,000,000.00)** for FY 2022. DHS shall make payments under this MOA pursuant to the following schedule:

- a. DHS shall transfer up to three million dollars (\$3,000,000.00) to DCHA through a check, Automated Clearing House (ACH) or wire on or before October 15, 2021, which will cover three (3) month’s rental subsidies, security deposits for DHS PSH consumers, and an administrative fee to DCHA. Of this initial payment, DHS shall transfer up to one million dollars (\$1,000,000.00) on or before October 1, 2021 as an initial advance to cover one month’s rental housing subsidy, security deposits and an administrative fee for the month of October 2021. DCHA shall apply any unused funding remaining from prior FY 2021 payments made to DCHA as a credit to offset this payment.

- b. Based on the invoices submitted by DCHA, DHS shall subsequently transfer up to eight million dollars (\$8,000,000.00) for the following three quarters of FY 2022, until September 30, 2022. The remaining three payments shall be made on or before the following dates: December 29, 2021, March 30, 2022, and June 29, 2022.

Within ten (10) business days of the end of each quarter, DCHA shall provide an invoice and reconciliation of the payments made for Housing Subsidies and security deposits by email to Nada Mohamed, Grants Management Specialist, DHS/FSA, at nada.mohamed@dc.gov. The funds for rental subsidies, security deposits and administrative fees may be supplemented by amendments to this MOA throughout the fiscal year if DHS identifies additional monies to be used for this program. Additionally, the quarterly payments provided for in this MOA are estimates for projected monthly payments and may be reduced or adjusted following review of actual expenditures detailed in quarterly reconciliation reports. Contingent upon the availability of funding, the Parties may extend the term of this MOA in accordance with Section V of this MOA. Any unused funds remaining after final payments have been made pursuant to this MOA shall be either: 1) applied to payments for rental subsidies and security deposits for October 2022, assuming this MOA is extended for another term; or, 2) returned to DHS prior to October 1, 2022.

- The proposed activities under this MOA shall include:
 - PSHP Singles (281 individuals)
 - PSHP Families (96 families)
 - PSHP Veterans (143 participants)

- c. DHS/FSA shall make payment of rental subsidies and security deposits for DHS PSHP participants in an amount not to exceed **eleven million dollars (\$11,000,000.00)**; and
- d. DHS/FSA shall make payment of an Administrative Fee to cover issuance of monthly payments to landlords, collection of DHS PSHP participant rental payments, housing inspections, and coordination with DHS regarding the activities covered by this MOA in an amount not to exceed six percent (6%) of the total cost of this MOA for FY 2022.”

2.2. “As part of the quarterly funds transferred in accordance with Section 2.1 above, DCHA shall earn and be entitled to payment of a quarterly Administrative Fee in an amount equal to six percent (6%) of the funds paid by DCHA for rental subsidies and security deposits in the administration of DHS’ PSHP for each quarter (“Administrative Fee”), provided, all costs and expenditures shall not exceed **eleven million dollars (\$11,000,000.00)** for FY 2022. Within ten (10) business days of the end of each quarter, DCHA shall provide a statement confirming the amount of the Administrative Fee earned by

DCHA and to be retained for that quarter. Any unused funds at the end of the quarter shall be credited to the next quarter payments. DCHA will provide an accounting of such Administrative Fee on a quarterly basis.”

III. Section V. TERM OF AGREEMENT: The first sentence is hereby deleted and replaced with the following:

“The term of this MOA shall begin on the Effective Date and shall end on September 30, 2022, based on the availability of funds from DHS.”

IV. Section VI. FUNDING PROVISIONS, Sub-section A – Cost of Services, is hereby deleted and replaced with the following:

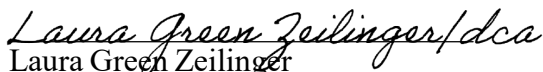
A. Cost of Service

The total cost for services under this MOA shall not exceed **eleven million dollars (\$11,000,000.00)** for FY 2022, which includes reimbursement to DCHA of the fee associated with administering DHS PSHP as provided in section III. A.2.2.2.

All other terms and conditions outlined in the original MOA shall remain the same.

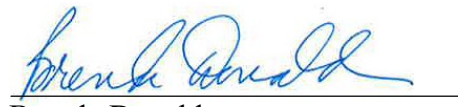
IN WITNESS WHEREOF the Parties hereto have executed this MOA as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

Date: 09/24/2021

FOR THE DISTRICT OF COLUMBIA HOUSING AUTHORITY:


Brenda Donald
Executive Director

Date: 09/27/2021



DATE: 12/30/22

DUE DATE: _____

DEADLINE DATE: _____

Expedite Process

DIVISION TITLE: <u>Office of the Director</u> CAPITAL CONSTRUCTION, COMMUNICATION, FACILITIES, HUMAN RESOURCE, LEGAL OCFO, PROTECTIVE SERVICES PORTFOLIO SUSTAINABILITY DIVISION FUND IDENTIFIER: AMP, ASM, FMD, PSD, (CCD capital or operating), C&P, ENM (MOU's require identifier included on the subject line)		SUBJECT: FY23 AMP DHS Hypothermia MOU Amendment 1			
ORIGINATOR:		NAME: Silverio Ramirez PHONE NUMBER: 202.390.1751			
TITLE	NAME			Director Received Date:	
				INITIAL	DATE
Training Specialist	VENOLA JOHNSON				
Applicable Associate Director	LARRY PRIESTER DONNY GONZALEZ GEORGE LEWIS TIWANA HICKS SHAWN WINSLOW TIFFANY MOORE JOHN A. STOKES MATT FLOCA				
Resource Allocation	WANDA JONES			WJ	01/03/2023
Deputy Chief Operating Officer	DANIELLE MEADORS				
Chief Administrative Officer	MICHELLE DEE TIM HATTON			TDH	01/03/2023
Agency Fiscal Officer	ANTOINETTE HUDSON-BECKHAM				

Supervisory Attorney	BETH-SHERRI AKYEREKO CHARLES BROWN KATHERINE JOUGH KRISTEN WALP VAUGHN ADAMS			VA	01/03/2023
General Counsel	XAVIER BELTRAN			XB	01/04/2023
Director	KEITH A. ANDERSON			KA	01/05/2023

Summary:

This MOU amendment modifies the previously existing agreement between DHS and DGS for FY23 Hypothermia services by increase total costs to \$6,519,455.64 to account for increased Security (PSD) and Janitorial (FMD) needs.

For all documents:

Title of Document:

Contracting Party (if applicable):

For Portfolio Division documents only:

Realty Specialist:

Attorney Assigned (if applicable):

District as: Landlord Tenant Licensee Licensor Declarant
 Permitter Permittee Grantee Grantor Other

Type of Document: In-Lease Amendment to In-Lease In-License Out-License
 Out-Lease Amendment to Out-Lease MOU LOI
 ANC Letter Other

_____ (Legal - insert from Salesforce options)

Date Document Executed: _____

ELMO

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DEPARTMENT OF GENERAL SERVICES
FOR
FISCAL YEAR 2023**

Memorandum of Understanding (MOU) dated November 8, 2022, was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA) (“Buyer Agency”), and the Department of General Services (DGS) Protective Services Division (PSD) (“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”.

The Parties now desire to modify the MOU as follows:

- I. Section III. PROGRAM GOALS AND OBJECTIVES** is hereby modified to update the total funding amount referenced in the MOU to **six million five hundred nineteen thousand four hundred fifty-five dollars and sixty-four cents (\$6,519,455.64)**.

- II. Section III. PROGRAM GOALS AND OBJECTIVES** is hereby modified to add the following Program information included in the revised **Attachment A**, which includes expanded Hypothermia shelter operations at the Community for Creative Non-Violence (CCNV), located at 425 2nd street NW Washington DC, 20004, and the additional cost associated with 12 additional hours for security services for the holidays, and an additional 14 days of janitorial services at the locations below.

Locations for additional hours for security services:

2210 Adams Place, NE
1310 Childress Street, NE
640 10th Street, NE
201 N Street, SW

Locations for additional days for janitorial services:

1310 Childress Street, NE
640 10th Street, NE
201 N Street, SW

III. Section IV. SCOPE OF SERVICES, Sub-Section B, Paragraph 3 is hereby deleted and replaced with the following:

“3. The Buyer Agency shall provide funding in the amount not to exceed **six million five hundred nineteen thousand four hundred fifty-five dollars and sixty-four cents (\$6,519,455.64)** to the Seller Agency for security, janitorial and trash collection services as specified in Attachments A, B, and C. Funding will be provided through the creation of an intra-agency project made available to the Seller Agency, DGS.”

IV. Section VI. FUNDING PROVISIONS, Sub-Section A, Paragraph 1 is hereby deleted and replaced with the following:

“1. Total cost for goods and services under this MOU shall not exceed **six million five hundred nineteen thousand four hundred fifty-five dollars and sixty-four cents (\$6,519,455.64)**, for Fiscal Year (FY) 2023. The total cost of the services is based on the Seller Agency’s estimate of the actual cost of the services that will be provided under this MOU, for security, janitorial and trash collection services as specified in **Attachments A, B, and C.**”

V. ATTACHMENTS A, B, and SUMMARY TABLE OF COSTS are hereby deleted and replaced with the following:

ATTACHMENT A

FY23 Hypothermia Season Security - Pat Handy September 30, 2022 & - April 18, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
810 5th Street, NW	2	24/7	12:00 AM	12:00 AM	24	10	\$48.27	1	\$36.98	\$12,472.32	201	\$2,506,936.32
FY23 Hypothermia Season Security - Adams Place, NE November 9, 2022 & - April 18, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
2210 Adams Place, NE	1&3	Mon - Fri	7:00 PM	7:00 AM	12	3	\$54.51	2	\$40.97	\$2,945.64	111	\$326,966.04
2210 Adams Place, NE	1&3	Sat & Sun	12:00 AM	12:00 AM	24	3	\$54.51	2	\$40.97	\$5,891.28	44	\$259,216.32
2210 Adams Place, NE	1&3	Holidays	7:00 AM	7:00 PM	12	3	\$54.51	2	\$40.97	\$2,945.64	7	\$20,619.48
FY23 Hypothermia Season Security - CCNV November 9, 2022 & - April 18, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
425 2nd Street, NW	1&3	Mon - Fri	7:00 PM	7:00 AM	12	3	\$54.51	2	\$40.97	\$2,945.64	111	\$326,966.04
425 2nd Street, NW	1&3	Sat & Sun	12:00 AM	12:00 AM	24	3	\$54.51	2	\$40.97	\$5,891.28	44	\$259,216.32
425 2nd Street, NW	1&3	Holidays	7:00 AM	7:00 PM	12	3	\$54.51	2	\$40.97	\$2,945.64	6	\$17,673.84
FY23 Hypothermia Season Security - Trinidad Rec. November 15, 2022 & - April 18, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
1310 Childress Street, NE	1&3	Mon - Fri	8:00 PM	8:00 AM	12	3	\$54.51	2	\$40.97	\$2,945.64	111	\$326,966.04
1310 Childress Street, NE	1&3	Sat & Sun	12:00 AM	12:00 AM	24	3	\$54.51	2	\$40.97	\$5,891.28	44	\$259,216.32
1310 Childress Street, NE	1&3	Holidays	8:00 AM	8:00 PM	12	3	\$54.51	2	\$40.97	\$2,945.64	6	\$17,673.84
FY23 Hypothermia Season Security - Sherwood Rec. November 15, 2022 & - April 18, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
640 10th Street, NE	1&3	Mon - Fri	8:00 PM	8:00 AM	12	3	\$54.51	2	\$40.97	\$2,945.64	111	\$326,966.04
640 10th Street, NE	1&3	Sat & Sun	12:00 AM	12:00 AM	24	3	\$54.51	2	\$40.97	\$5,891.28	44	\$259,216.32
640 10th Street, NE	1&3	Holidays	8:00 AM	8:00 PM	12	3	\$54.51	2	\$40.97	\$2,945.64	6	\$17,673.84
FY23 Hypothermia Season Security - King Greenleaf Rec. November 15, 2022 & - April 18, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
201 N Street, SW	1&3	Mon - Fri	8:00 PM	8:00 AM	12	3	\$54.51	2	\$40.97	\$2,945.64	111	\$326,966.04
201 N Street, SW	1&3	Sat & Sun	12:00 AM	12:00 AM	24	3	\$54.51	2	\$40.97	\$5,891.28	44	\$259,216.32
201 N Street, SW	1&3	Holidays	8:00 AM	8:00 PM	12	3	\$54.51	2	\$40.97	\$2,945.64	6	\$17,673.84
						2						
										Original Total:		\$5,529,162.96
										CCNV + Holiday total:		\$4,851,665.76
										MOD 1 TOTAL:		\$677,497.20

ATTACHMENT B

November								Nov 2022 Est. Cost for 3 Locations + Materials <i>Sherwood, King Greenleaf, Trinidad</i>
Descrip	Days	Total Hours/day	No of Staff	Hourly Rate	Est Daily Rate	Est Monthly Material Cost 3 locations	Monthly Total Cost	
Janitor #1	30	16	1	\$41.50	\$664.00	\$2,250.00	\$19,920.00	
Janitor #2	30	16	1	\$41.50	\$664.00	X	\$19,920.00	
Janitor #3 (Split Shift)	30	8	1	\$41.50	\$332.00	X	\$9,960.00	
Rover-Supervisor	30	8	1	\$43.50	\$348.00	X	\$10,440.00	
December								Dec 2022 Est. Cost for 3 Locations + Materials <i>Sherwood, King Greenleaf, Trinidad</i>
Janitor #1	31	16	1	\$41.50	\$664.00	\$2,250.00	\$20,584.00	
Janitor #2	31	16	1	\$41.50	\$664.00	X	\$20,584.00	
Janitor #3 (Split Shift)	31	8	1	\$41.50	\$332.00	X	\$10,292.00	
Rover-Supervisor	31	8	1	\$43.50	\$348.00	X	\$10,788.00	
January								Jan 2023 Est. Cost for 3 Locations + Materials <i>Sherwood, King Greenleaf, Trinidad</i>
Janitor #1	31	16	1	\$41.50	\$664.00	\$2,250.00	\$20,584.00	
Janitor #2	31	16	1	\$41.50	\$664.00	X	\$20,584.00	
Janitor #3 (Split Shift)	31	8	1	\$41.50	\$332.00	X	\$10,292.00	
Rover-Supervisor	31	8	1	\$43.50	\$348.00	X	\$10,788.00	
February								Feb 2023 Est. Cost for 3 Locations + Materials <i>Sherwood, King Greenleaf, Trinidad</i>
Janitor #1	28	16	1	\$41.50	\$664.00	\$2,250.00	\$18,592.00	
Janitor #2	28	16	1	\$41.50	\$664.00	X	\$18,592.00	
Janitor #3 (Split Shift)	28	8	1	\$41.50	\$332.00	X	\$9,296.00	
Rover-Supervisor	28	8	1	\$43.50	\$348.00	X	\$9,744.00	
March								March 2023 Est. Cost for 3 Locations + Materials <i>Sherwood, King Greenleaf, Trinidad</i>
Janitor #1	31	16	1	\$41.50	\$664.00	\$2,250.00	\$20,584.00	
Janitor #2	31	16	1	\$41.50	\$664.00	X	\$20,584.00	
Janitor #3 (Split Shift)	31	8	1	\$41.50	\$332.00	X	\$10,292.00	
Rover-Supervisor	31	8	1	\$43.50	\$348.00	X	\$10,788.00	
April								April 2023 Est. Cost for 3 Locations + Materials <i>Sherwood, King Greenleaf, Trinidad</i>
Janitor #1	15	16	1	\$41.50	\$664.00	\$2,250.00	\$9,960.00	
Janitor #2	15	16	1	\$41.50	\$664.00	X	\$9,960.00	
Janitor #3 (Split Shift)	15	8	1	\$41.50	\$332.00	X	\$4,980.00	
Rover-Supervisor	15	8	1	\$43.50	\$348.00	X	\$5,220.00	
Est Costs for 3 Locations + Materials (Nov 2022-April 2023)								\$897,948.00
Current Drafted MOU								\$356,056.00
MOU Difference								\$541,892.00

SUMMARY TABLE OF COSTS

\$4,851,665.76 – original MOU security
\$328,168.00 – original MOU Janitorial
\$92,344.68 – original MOU trash
\$5,272,178.44 – total of original MOU
\$5,557,050.96 – modification MOU security (change of \$705,385.20)
\$870,060 – modification MOU janitorial (change of \$541,892)
\$92,344.68 – original MOU trash (no change)
\$6,519,455.64

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

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

Department of Human Services

Laura Green Zeilinger Date: 12/30/2022
Laura Green Zeilinger
Director

Department of General Services

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: 22940947915a8797e951ada94da84e4a

Date: 01/05/2023

Keith A. Anderson
Director

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DEPARTMENT OF HEALTH
FOR
FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) (“Buyer Agency), and the Department of Health (“DOH”), Community Health Administration (CHA), Nutrition and Physical Fitness Bureau (NPF) (“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

The United States Department of Agriculture (USDA) annually provides to individual state agencies grant funds to provide nutrition education and obesity prevention services to District Supplemental Nutrition Assistance Program (SNAP) - (formerly known as Food Stamps) – eligible participants. The program is known as the SNAP Nutrition Education and Obesity Prevention Grant Program (SNAP-Ed). DHS serves as the State SNAP Agency, and DC Health acts as the State SNAP-Ed Provider. “SNAP-Ed eligible” is a label that refers to the target audience for SNAP-Ed, specifically SNAP participants and other low-income individuals who qualify to receive SNAP benefits or other means-tested Federal assistance programs, such as Medicaid, the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) or Temporary Assistance for Needy Families (TANF). It also includes individuals residing in communities with a significant (50 percent or greater) low-income population.

The mission of the DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. DHS has two administrations, which include ESA and the Family Services Administration (FSA). For purposes of this MOU, ESA is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, TANF benefits, and SNAP benefits. SNAP is a federal nutrition assistance program, administered by the USDA, Food and Nutrition Service (FNS). Participants receive monthly benefits to purchase approved food items at participating retailers. SNAP aims to reduce food

insecurity, improve access to healthful foods, and improve the diet quality of participating individuals.

DOH provides programs and services with the ultimate goal of reducing the burden of disease and improve opportunities for health and well-being for all District residents and visitors. DOH has four administrations, which includes the Community Health Administration (CHA). For the purpose of this MOU, CHA promotes healthy behaviors and healthy environments to improve health outcomes and reduce disparities in the leading causes of disease and death in the district. The Nutrition and Physical Fitness Bureau, within CHA, administers a range of local and federal healthful food access and education programs. SNAP-Ed is a federal nutrition education and obesity prevention program, administered by the USDA, FNS. SNAP-Ed aims to increase the likelihood that individuals eligible for SNAP will make healthy food choices and live physically active lives within a limited budget. The purpose of this MOU is for the parties to establish the terms and conditions under which DOH shall implement the provision of SNAP-Ed programs and services and DHS shall pay DOH for said services.

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. Provide nutrition education and obesity prevention services that encourage:
 - Healthy eating and meal preparation
 - Meal planning and food budgeting.
 - Food safety
 - Regular physical activity
2. Refer eligible participants to the nutrition and health related services, particularly referrals for SNAP benefits.
3. Contract with providers to deliver nutrition education and obesity prevention services to accomplish the goals and objectives of the SNAP-Ed Plan in accordance with the Food and Nutrition Act under Section 28.
4. Monitor and certify the accuracy of claims for allowable expenditures of SNAP-Ed funds submitted to DHS for reimbursement.
5. Work with DHS, other FNS programs, and other SNAP-Ed providers to develop a single comprehensive State SNAP-Ed Plan. The Plan shall address DC specific SNAP-Ed population needs as well as national/state priorities and include sound evaluation strategies.

6. Implement evidence-based nutrition education and obesity prevention efforts as specified in the approved State SNAP-Ed Plan.
7. Submit required reports to include the Annual Report, Education and Administrative Reporting System (EARS) Report and Key Performance Indicator (KPI) reports according to timelines established by USDA and DC Health.
8. Collect and report data regarding participation in SNAP-Ed and characteristics of those served.
9. Collect, compile, and submit accurate EARS data to the State agency in a timely manner. Provide training and technical assistance to local SNAP-Ed providers regarding the collection of EARS data at the project level to ensure that it accurately collected and reported in the manner specified on the EARS form.
10. Attend State and/or regional trainings on EARS.
11. Target Population: DC Health shall identify and work with District residents eligible for SNAP-Ed services, as defined in the SNAP-Ed Guidance and eligibility determination and any subsequent revisions of the SNAP-Ed Guidance. The SNAP-Ed Guidance currently defines “eligible” as SNAP participants and low-income individuals potentially eligible to receive SNAP benefits or other means-tested federal assistance programs (i.e. those that require the income and/or assets of an individual or family to be at or below 185% of the Federal Poverty Guidelines in order to qualify for benefits) such as Medicaid or TANF, and individuals residing in communities with a significant low-income population (i.e. where 50% percent or greater have household incomes of 185% or less of the Federal Poverty Level).
12. Personnel Standards: DC Health shall employ staff that possess adequate training and competence to perform the duties to which they have been assigned and shall maintain documentation to that effect. DC Health shall develop and maintain written job descriptions by position funded, which must be included in the project files and be available for inspection on request. The job descriptions shall include education, experience, and/or licensing/certification criteria, a description of the duties and responsibilities, hours of work, salary range and performance evaluation criteria.
13. Location of Services: DC Health/CHA shall ensure that the services provided to SNAP and eligible participants under the terms of this MOU are provided at locations throughout the District as specified in the SNAP-Ed State Plan to include but not be limited to community and faith-based organizations, DC Public and Public Charter Schools, early education and childcare centers, senior congregate feeding sites and dwellings, farmers’ markets, and other District Government agencies and programs.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer Agency shall:

1. Execute the financial components of this MOU by transferring federal SNAP-Ed funds received from FNS to DOH/CHA for the costs incurred in administering the program and providing services as set forth in this MOU.
2. Provide leadership, direction and information to entities contracted by DOH to provide SNAP-Ed services to ensure that SNAP-Ed appropriately serves the SNAP-Ed audience and is consistent with SNAP-Ed policies.
3. Submit a unified State SNAP-Ed Plan to FNS and provide assurances that the SNAP-Ed Plan activities comply with SNAP-Ed policies.
4. Collaborate with DC Health and identify the methods the State will use to notify applicants, participants and eligible individuals to the maximum extent possible of the availability of SNAP-Ed activities in local communities.
5. Monitor implementation of the District's approved SNAP-Ed Plan.
6. Provide guidance and technical assistance to DOH as needed for any reports required by USDA, DHS, DOH, or other entities for SNAP-Ed.
7. Review and monitor SNAP-Ed Implementing Agencies' collection of EARS data to ensure that it is accurately collected and reported and submit EARS form using the online submission system by submission date. Participate in Regional EARS training as available.
8. Monitor and certify the accuracy of claims submitted by DOH to DHS/ESA staff for allowable costs from the funding authorization for SNAP-Ed activities.
9. Ensure SNAP-Ed program activities are conducted to compliance with all applicable Federal laws, rules and regulations including Civil Rights and Office of Management and Budget (OMB) regulations governing cost issues; provide annual rights training for DC Health and its SNAP-Ed sub-grantees.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from the date the MOU is fully executed (the "effective date") 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) one (1) year option periods, for a total of five (5) years. Buyer Agency shall provide

Seller Agency with written notice of its intent to exercise an option period at least thirty (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 the goods and/or services provided under this MOU shall not exceed **one million nine hundred thirty-five thousand forty-nine dollars (\$1,935,049.00)** for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller's Agency estimate of the actual cost of the goods and/or services that will be provided under this MOU.

B. PAYMENT

1. Within thirty (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 (DHS)

Marchelle White
Program Analyst
Economic Security Administration
64 New York Avenue, NE, 5th Floor
Washington, DC 20002
Email: Marchelleh.white@dc.gov
Phone: (202) 698-3942

Seller Agency (DOH)

Joann Jolly, Division Chief
Food Access and Nutrition Education
Community Health Administration
899 North Capitol Street, NE, 3rd Floor
Washington, DC 20002
Email: Joann.Jolly@dc.gov
Phone: (202) 442-9140

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the Laura Green Zeilinger, Director, Department of Human Services 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:

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/dca
Laura Green Zeilinger
Director

12/05/2022
Date

FOR THE DEPARTMENT OF HEALTH:

Sharon Lewis
Sharon Lewis, DHA, RN-BC, CPM
Interim Director

1/24/2023
Date



DATE: 11/2/2022

DUE DATE: _____

DEADLINE DATE: _____

Expedite Process

DIVISION TITLE: Protective Services Division CAPITAL CONSTRUCTION, COMMUNICATION, FACILITIES, HUMAN RESOURCE, LEGAL OCFO, PROTECTIVE SERVICES PORTFOLIO SUSTAINABILITY		SUBJECT: FY23 MOU DGS – PSD DHS for contract security (Operating)			
DIVISION FUND IDENTIFIER: AMP, ASM, FMD, PSD, (CCD capital or operating), C&P, ENM <i>(MOU's require identifier included on the subject line)</i>					
ORIGINATOR:		NAME: Leila Gheitu PHONE NUMBER: (202) 679-5011			
TITLE	NAME			Director Received Date:	
				INITIAL	DATE
Training Specialist	VENOLA JOHNSON				
Applicable Associate Director	LARRY PRIESTER DONNY GONZALEZ GEORGE LEWIS TIWANA HICKS SHAWN WINSLOW TIFFANY MOORE JOHN A. STOKES MATT FLOCA			LNP	11/02/2022
Resource Allocation	WANDA JONES			WJ	11/02/2022
Deputy Chief Operating Officer	DANIELLE MEADORS			DM	11/02/2022
Chief Administrative Officer	MICHELLE DEE /Tim Hatton			TDH	11/02/2022
Agency Fiscal Officer	ANTOINETTE HUDSON-BECKHAM				

Supervisory Attorney	BETH-SHERRI AKYEREKO CHARLES BROWN KATHERINE JOUGH KRISTEN WALP VAUGHN ADAMS			VA	11/02/2022
General Counsel	XAVIER BELTRAN			XB	11/02/2022
Director	KEITH A. ANDERSON			KAA	11/02/2022

Summary:

Attached for approval and signature is an MOU between the Department of General Services (DGS), Protective Services Division (PSD) and the Department of Human Services (DHS). As the requestor, DHS, is requesting DGS/PSD to provide contract security guard services, the details of which can be found on Attachment A. The term of this MOU is from the "date of execution to September 30, 2023", with a not to exceed the estimated fiscal cost of \$2,627,824.80.

For all documents:

Title of Document:

Contracting Party (if applicable):

For Portfolio Division documents only:

Realty Specialist:

Attorney Assigned (if applicable):

District as: Landlord Tenant Licensee Licensor Declarant
 Permitter Permittee Grantee Grantor Other

Type of Document: In-Lease Amendment to In-Lease In-License Out-License
 Out-Lease Amendment to Out-Lease MOU LOI
 ANC Letter Other

_____ (Legal - insert from Salesforce options)

Date Document Executed: _____

ELMO

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF GENERAL SERVICES
FOR
FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) entered into between the District of Columbia (District) the Department of Human Services (DHS), Family Services Administration (FSA) (“Buyer Agency”), and the Department of General Services (DGS), Protective Services Division (PSD) (“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

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. DHS has two administrations, which includes the Economic Security Administration (ESA) and the Family Services Administration (FSA). For purposes of this MOU, FSA is the administration which is responsible for providing protection, intervention and social services, including services such as shelter and homelessness prevention in the District, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

DGS is the District agency responsible for planning and managing the District’s real estate to achieve its highest and best use. PSD is the police force responsible for law enforcement activities and physical security of all properties owned, leased or otherwise under the control of the District government.

DHS/FSA has requested that DGS/PSD provide **four (4) Unarmed Special Police Officers (USPO)** and **two (2) Security Officers (SO)** (and collectively referred to as “PSD Officers”) at 2700 New York Avenue, N.E., Washington, DC 20002, pursuant to **Attachment A**, hereto attached and incorporated by reference.

In addition, this MOU sets forth the terms and conditions under which DHS/FSA shall transfer up to **two million six hundred twenty-seven thousand eight hundred twenty-four dollars and eighty cents (\$2,627,824.80)** for appropriate DGS personnel and

security officers, as needed, to supplement the security coverage provided by Community of Hope in the District's homeless shelters.

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. Provide **four (4) USPO** and **two (2) SO** officers during the days and times specified in **Attachment A**.
2. Ensure that PSD Officers responsibilities include the following:
 - a. 100% I.D. check for all persons entering facility;
 - b. Monitor cameras for suspicious activity;
 - c. Appropriately respond to the observation or report of suspicious, emergency, and criminal activities;
 - d. Advise supervisor and the PSD Watch Command of suspicious activity, offenses and incidents;
 - e. Respond appropriately to all duress incidents, taking immediate action to control disruptive activity and maintain the proper decorum at DHS;
 - f. Maintain the proper decorum for continued service of the clients;
 - g. Provide a written report on all unusual incidents to the PSD Watch Command, prior to the end of the tour of duty, and in addition to the normal reporting route;
 - h. Ensure the front entrance is clear of loitering; and
 - i. De-escalate any conflicts.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer Agency shall:

1. Assist in the monitoring of officer attendance, and notify the Seller Agency of all PSD Officers absences and irregularities;
2. Coordinate with the Seller Agency to develop a Post Order that fully encompasses the work of PSD Officers 24 hours before each event; and
3. Transfer up to **two million six hundred twenty-seven thousand eight hundred twenty-four dollars and eighty cents (\$2,627,824.80)** to the Seller Agency for appropriate DGS personnel and security officers, in order to supplement the security coverage provided by Community of Hope in the District's homeless shelters.

V. DURATION OF THIS MOU

PERIOD

The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through **September 30, 2023**, unless early terminated pursuant to Section XI of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed **two million six hundred twenty-seven thousand eight hundred twenty-four dollars and eighty cents (\$2,627,824.80)** for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, based on the actual number of contract security guards and corresponding hours worked at the rates provided in the budget attached as **Attachment A**.

B. PAYMENT

1. Within thirty (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. ADVANCE PAYMENT

1. Within five (5) days after this MOU is fully executed the Buyer Agency shall transmit to the Seller Agency a wire payment in the amount set forth in Section VI.A of this MOU, as an advance payment for the goods and/or services to be provided by the Seller Agency under this MOU.
2. The Seller Agency shall draw down from the advance only for the actual cost of goods and/or services provided by the Seller Agency under this MOU.
3. The Seller Agency shall transmit to the Buyer Agency on a quarterly basis a report detailing the amounts the Seller Agency drew down against the advance during the prior quarter and the purposes for which the amounts were drawn down.
4. Within thirty (30) days after the date of expiration or termination of this MOU, the Seller Agency shall return any excess advance to the Buyer Agency.

D. 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 of 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 ten (10) 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

Kimberly Baxter
Fleet and Security Coordinator
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Kimberly.Baxter2@dc.gov
Phone: (202) 698-4111

Seller Agency

Leila Gheitu
Program Support Specialist
Department of General Services
64 New York Avenue, N.E., 4th Floor
Washington, DC 20002
PSDASR@dc.gov
Phone: (202) 698-8181

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to Lisa Franklin, Capital Operations Manager, DHS and Larry Priester, Associate Director, DGS/PSD, for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of DHS and DGS 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:

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger

Laura Green Zeilinger
Director

11/01/2022
Date

FOR THE DEPARTMENT OF GENERAL SERVICES:

eSigned via SeamlessDocs.com
Keith A. Anderson

Key: 6a466409b80bd551f93141327856888
Keith A. Anderson
Director

11/02/2022
Date

ATTACHMENT A

Total Cost

FY22 Days Inn All Four Quarters October 1, 2022 & - September 30, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
2700 New York Ave, NE	1&3	24/7	12:00 AM	12:00 AM	24	4	\$54.51	2	\$40.97	\$7,199.52	365	\$2,627,824.80
											Total:	\$2,627,824.80

Quarterly Cost

FY22 Days Inn 1st Quarter October 1, 2022 & - September 30, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
2700 New York Ave, NE	1&3	24/7	12:00 AM	12:00 AM	24	4	\$54.51	2	\$40.97	\$7,199.52	92	\$662,355.84
											Total:	\$662,355.84

FY22 Days Inn 2nd Quarter January 1, 2023 - March 31, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
2700 New York Ave, NE	1&3	24/7	12:00 AM	12:00 AM	24	4	\$54.51	2	\$40.97	\$7,199.52	90	\$647,956.80
											Total:	\$647,956.80

FY22 Days Inn 3rd Quarter April 1, 2023 - June 30, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
2700 New York Ave, NE	1&3	24/7	12:00 AM	12:00 AM	24	4	\$54.51	2	\$40.97	\$7,199.52	91	\$655,156.32
											Total:	\$655,156.32

FY22 Days Inn 4th Quarter July 1, 2023 - September 30, 2023												
Site	Sector	Operational Days	Start Time	End Time	Hours Per Day	USPO	Hourly Rate	SO	Hourly Rate	Daily Total	Days	Subtotal
2700 New York Ave, NE	1&3	24/7	12:00 AM	12:00 AM	24	4	\$54.51	2	\$40.97	\$7,199.52	92	\$662,355.84
											Total:	\$662,355.84

**INTRA-DISTRICT STANDARD REQUEST FORM
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**PART I
GENERAL**

MOU NUMBER:

Services: Security Guard services

AMOUNT: \$2,627,824.80

SELLER INFORMATION

AGENCY: DEPARTMENT OF GENERAL SERVICES

AGENCY CODE: AM0

NAME OF CONTACT: Henry Wong

**ADDRESS: 2000 14th Street, N.W.
Washington, DC 20009**

TELEPHONE: (202) 698-7471

FAX:

AUTHORIZING OFFICER: _____ DATE: _____

BUYER INFORMATION

AGENCY: DEPARTMENT OF HUMAN SERVICES

AGENCY CODE:

NAME OF CONTACT:

ADDRESS:

TELEPHONE:

FAX:

AUTHORIZING OFFICER: _____ DATE: _____

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

PART II

2 of 2

MOU NUMBER:

GOODS/SERVICE: Security Guard services

REQUEST DATE: **TOTAL: \$2,627,824.80**

	AGY	YR	<i>INDEX</i>	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER											
BUYER											

GOODS/SERVICE:

REQUEST DATE: **TOTAL :**

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER											
BUYER											

GOODS/SERVICE :

REQUEST DATE: **TOTAL:**

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER											
BUYER											

GOODS/SERVICE : _____

REQUEST DATE: **TOTAL:**

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER											
BUYER											

Project Name	Ward	Project No	Current Budget	Dollars Spent	Project Description	Current Project Phase	New Completion Date	Project Status/Notes
The Brooks STFH Small Project	3	HSW03C / THK16C	\$ 129,853.00	\$ 94,715.00	Security upgrades and additional staff office furniture	Construction Phase	6/30/2023	Construction is underway
The Kennedy STFH Small Project	4	HSW04C / THK16C	\$ 133,013.00	\$ 48,977.00	Redo of the basketball court, security upgrades, closing in office case mangement office	Construction Phase	6/30/2023	Construction is underway
The Aya STFH Small Project	6	HSW06C / THK16C	\$ 245,136.00	\$ 177,345.00	Security upgrades and additional staff office furniture	Construction Phase	6/30/2023	Construction is underway
The Horizon STFH Small Project	7	HSW07C / THK16C	\$ 23,231.00	\$ 9,670.00	Security upgdrades	Construction Phase	6/30/2023	Construction is underway
The Triumph STFH Small Project	8	HSW08C / THK16C	\$ 108,083.00	\$ 15,348.00	Site work to correct on storm water management in the rear of the building. Closing in office walls to create sound barrier	Construction Phase	6/30/2023	Construction is underway
La Casa - 1131 Spring Road	1	HSW07C / THK16C	\$ 136,904.00	\$ -	Installation of new retaining wall	Construction Phase	6/30/2023	Construction is underway
The Rolark PSH Conversion/4300	8	TSF01	\$ 1,000,000.00	\$ 670,980.43	Repairs to building infrastructure, interior and exterior issues.	Construction Phase	4/30/2023	Contractor is working on producing revised schedule.
Pat Handy Women's Shelter	2	TFS01/PL101	\$ 5,308,212.00	\$ 433,420.00	Work to include upgrades to heating, ventilation, and air conditioning systems, as well as bathroom/shower renovations.	Design	12/31/2023	Awaiting solicitation to be released.
DC Village	8	TFS01	\$ 3,806,249.00	\$ 295,000.00	Interior renovations and site improvements.	Procurement	6/30/2023	Currently in active construction procurement status.
1201 New York Avenue Shelter	5	THK18C	\$ 43,109,000.00	\$ 5,005,163.00	New low barrier shelter to replace existing 1355 New York Avenue men's shelter will include low barrier and specialized beds, clinic and day center.	Design	TBD	Program design underway.
Emery Men's Shelter	5	THK17C	\$ 13,007,000.00	\$ 9,384,744.22	Interior and Exterior renovations, including replacement of HVAC system.	Construction	4/15/2023	Work expected to be completed on schedule.
Blair Men's Shelter	6	THK17C	\$ 5,700,000.00	\$ 407,133.67	Interior and Exterior renovations, including replacement of HVAC system.	Procurement	TBD	Construction documents are complete.
Small Capital Projects	6	TSF01	\$ 4,000,000.00	\$ -	Interior Renovation	Planning	N/A	DGS is working on a solicitation to procure an A&E firm to begin design efforts.
New Single Shelter Site 1	TBD	PSH01	\$ 31,738,461.00	\$ -	New low barrier shelter with specialized beds, clinic and day center.	Procurement	TBD	Location has been identified. DGS is in the process of procuring design services.
New Single Shelter Site 2	TBD	PSH01	\$ 31,738,461.00	\$ -	New low barrier shelter with specialized beds, clinic and day center.	Site Acquisition	TBD	DGS Portfolio and DHS are in the process of identifying a new site for purchase.
New Single Shelter Site 3	TBD	THK22	\$ 37,369,000.00	\$ -	New low barrier shelter with specialized beds, clinic and day center.	Site Acquisition	TBD	DGS Portfolio and DHS are in the process of identifying a new site for purchase.
New Single Shelter Site 4	TBD	THK22	\$ 37,369,000.00	\$ -	New low barrier shelter with specialized beds, clinic and day center.	Site Acquisition	TBD	DGS Portfolio and DHS are in the process of identifying a new site for purchase.

Department of Human Services: FY23

Program ID	Appropriated Fund	Appropriated Fund Description	Program (Parent Level 1)	Program (Parent Level 1) Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget	Comments			
EXECUTIVE OPERATIONS ADMINISTRATION	1010	LOCAL FUND	AMP011	HUMAN RESOURCE SERVICES	159,666	159,666	-	-	-	159,666				
			AMP012	INFORMATION TECHNOLOGY SERVICES	5,975,419	5,975,419	24,036	497,117	1,223,768	4,230,498				
			AMP014	LEGAL SERVICES	1,111,381	1,111,381	-	-	276,840	834,541				
			AMP016	POLICY AND LEGISLATIVE AFFAIRS	7,454,524	7,454,524	105,549	4,021	3,274,807	4,070,148				
			AMP017	RISK MANAGEMENT	474,667	474,667	-	-	112,152	362,515				
			AMP024	RISK MANAGEMENT	1,312,058	1,312,058	-	-	239,850	786,024				
			LOCAL FUND Total			16,487,715	16,487,715	129,585	740,988	5,173,751	10,443,392			
	1010 Total					16,487,715	16,487,715	129,585	740,988	5,173,751	10,443,392			
	1060	SPECIAL PURPOSE REVENUE FUNDS	AMP024	RISK MANAGEMENT	100,000	100,000	-	-	-	100,000				
					100,000	100,000	-	-	-	100,000				
	1060 Total					100,000	100,000	-	-	-	100,000			
	4020	FEDERAL GRANT FUND - FPR	AMP011	HUMAN RESOURCE SERVICES	653,554	653,554	-	2,473	175,209	475,872				
			AMP012	INFORMATION TECHNOLOGY SERVICES	14,994,392	14,994,392	418,921	5,590,300	1,508,157	7,477,015				
			AMP014	LEGAL SERVICES	335,170	335,170	-	6,200	86,986	241,984				
			AMP016	POLICY AND LEGISLATIVE AFFAIRS	1,171,681	1,171,681	-	-	211,308	960,373				
AMP017			RISK MANAGEMENT	5,308,877	5,308,877	25,000	-	1,250,209	4,033,668					
AMP024			RISK MANAGEMENT	22,463,675	22,463,675	443,921	5,598,973	3,231,869	13,188,912					
		FEDERAL GRANT FUND - FPR Total			22,463,675	22,463,675	443,921	5,598,973	3,231,869	13,188,912				
4020 Total					22,463,675	22,463,675	443,921	5,598,973	3,231,869	13,188,912				
4025	FEDERAL MEDICAID PAYMENTS	AMP012	INFORMATION TECHNOLOGY SERVICES	3,155,684	3,155,684	-	240,866	709,604	2,205,214					
		AMP016	POLICY AND LEGISLATIVE AFFAIRS	797,705	797,705	-	-	165,851	631,854					
		AMP017	RISK MANAGEMENT	288,154	288,154	-	-	31,510	256,644					
		AMP024	RISK MANAGEMENT	1,337,229	1,337,229	-	-	274,694	1,062,535					
				FEDERAL MEDICAID PAYMENTS Total			5,578,772	5,578,772	240,866	1,181,659	4,156,247			
4025 Total					5,578,772	5,578,772	-	240,866	1,181,659	4,156,247				
EXECUTIVE OPERATIONS ADMINISTRATION Total					44,630,162	44,630,162	573,506	6,580,827	9,587,279	27,888,551				
AGENCY FINANCIAL OPERATIONS	1010	LOCAL FUND	AF0002	AGENCY ACCOUNTING SERVICES	803,620	803,620	-	-	188,962	614,658				
			AF0003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT	219,548	219,548	-	1,095	57,617	160,835				
			AF0005	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION	290,248	290,248	-	-	63,001	227,247				
			LOCAL FUND Total			1,313,415	1,313,415	-	1,095	313,982	998,339			
	1010 Total					1,313,415	1,313,415	-	1,095	313,982	998,339			
	4020	FEDERAL GRANT FUND - FPR	AF0002	AGENCY ACCOUNTING SERVICES	1,389,735	1,389,735	-	-	5,736,272	(4,346,537)				
		AF0003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT	818,444	818,444	-	-	68,468	749,976					
		FEDERAL GRANT FUND - FPR Total			2,208,179	2,208,179	-	-	5,804,740	(3,596,561)				
4020 Total					2,208,179	2,208,179	-	-	5,804,740	(3,596,561)				
AGENCY FINANCIAL OPERATIONS Total					3,521,594	3,521,594	-	1,095	6,118,721	(2,598,222)				
ECONOMIC SECURITY ADMINISTRATION	1010	LOCAL FUND	H02901	BURIAL ASSISTANCE	438,231	438,231	-	232,250	4,250	201,731				
			H02902	CASE MANAGEMENT	10,947,639	10,947,639	-	-	1,561,667	9,385,972				
			H02903	CASH ASSISTANCE (TANF)	65,822,902	65,822,902	11,920	3,560,956	406,177	61,843,849				
			H02904	EARLY EDUCATION SUBSIDY TRANSFER	33,063,954	33,063,954	-	-	-	33,063,954				
			H02905	ELIGIBILITY DETERMINATION SERVICES	57,482,287	57,482,287	984,047	1,578,536	10,650,003	44,269,701				
			H02906	INTERIM DISABILITY ASSISTANCE	2,545,005	2,545,005	-	-	-	2,545,005				
			H02907	JOB OPPORTUNITY AND TRAINING (TANF)	3,778,169	3,778,169	-	2,986,234	214,364	577,571				
			H02908	MONITORING AND QUALITY ASSURANCE	2,728,487	2,728,487	-	-	598,108	2,130,379				
			H02910	GENERAL ASSISTANCE FOR CHILDREN	725,094	725,094	-	-	-	725,094				
			H02911	SUPPLEMENTAL FOOD ASSISTANCE	1,155,000	1,155,000	-	-	-	1,155,000				
					LOCAL FUND Total			178,686,768	178,686,768	995,967	8,357,976	13,434,568	155,898,257	
	1010 Total					178,686,768	178,686,768	995,967	8,357,976	13,434,568	155,898,257			
	1060	SPECIAL PURPOSE REVENUE FUNDS	H02906	INTERIM DISABILITY ASSISTANCE	696,427	696,427	-	-	-	696,427				
					696,427	696,427	-	-	-	696,427				
	1060 Total					696,427	696,427	-	-	-	696,427			
4020	FEDERAL GRANT FUND - FPR	H02902	CASE MANAGEMENT	16,005,572	16,005,572	-	292,380	2,220,346	13,492,847					
		H02903	CASH ASSISTANCE (TANF)	37,490,000	37,490,000	-	-	-	37,490,000					
		H02904	EARLY EDUCATION SUBSIDY TRANSFER	12,750	12,750	-	-	-	12,750					
		H02905	ELIGIBILITY DETERMINATION SERVICES	19,139,511	19,139,511	567,915	965,777	3,929,219	13,676,600					
		H02907	JOB OPPORTUNITY AND TRAINING (TANF)	29,034,402	29,034,402	-	24,135,373	1,725,772	3,173,257					
		H02908	MONITORING AND QUALITY ASSURANCE	4,774,605	4,774,605	-	-	985,373	3,789,232					
		H02909	TEMPORARY ASST TO NEEDY FAMILIES (TANF)	1,485,000	1,485,000	-	-	-	1,485,000					
				FEDERAL GRANT FUND - FPR Total			107,941,841	107,941,841	567,915	25,393,531	8,860,710	73,119,685		
4020 Total					107,941,841	107,941,841	567,915	25,393,531	8,860,710	73,119,685				
4025	FEDERAL MEDICAID PAYMENTS	H02902	CASE MANAGEMENT	2,840,181	2,840,181	-	-	684,836	2,155,345					
		H02905	ELIGIBILITY DETERMINATION SERVICES	7,776,101	7,776,101	-	130,650	1,631,467	6,013,985					
				10,616,282	10,616,282	-	130,650	2,316,303	8,169,330					
4025 Total					10,616,282	10,616,282	-	130,650	2,316,303	8,169,330				
ECONOMIC SECURITY ADMINISTRATION Total					297,941,318	297,941,318	1,563,882	33,882,156	24,611,581	237,883,699				
FAMILY SERVICES ADMINISTRATION	1010	LOCAL FUND	H03002	HOMELESS SERVICES CONTINUUM - FAMILIES	89,772,816	89,772,816	5,017,499	21,100,382	9,336,964	54,317,971				
			H03003	HOMELESS SERVICES CONTINUUM - GENERAL	63,436,789	63,436,789	2,193,312	35,266,594	4,632,771	21,344,112				
			H03004	HOMELESS SERVICES CONTINUUM-INDIVIDUALS	10,904,498	10,904,498	-	2,877,460	659,935	7,367,103				
			H03007	DOMESTIC VIOLENCE SERVICES	2,340,397	2,340,397	-	794,528	41,298	1,504,571				
			H03008	EMERGENCY RENTAL ASSISTANCE (ERAP)	43,010,632	43,010,632	444,800	29,144,750	13,128,994	292,088				
			H03009	HOMELESS SERVICE CONTINUUM - YOUTH	3,245,315	3,245,315	-	528,181	410,369	2,306,765				
			H03010	PERMANENT SUPPORTIVE HOUSING FAMILIES	47,198,864	47,198,864	384,215	10,681,634	1,377,540	34,755,475				
			H03012	PERMANENT SUPPORTIVE HOUSING INDIVIDUALS	79,297,006	79,297,006	615,984	20,976,217	8,848,835	48,855,971				

The expenses are through Q1. The agency plans to spend all resources by Sept 30, 23

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		H03013	PERMANENT SUPPORTIVE HOUSING YOUTH	4,832,769	4,832,769	-	3,400,185	319,087	1,113,497	
		H03014	PREVENTION SERVICES FAMILIES	4,669,700	4,669,700	-	3,271,119	438,731	959,850	
		H03015	PREVENTION SERVICES INDIVIDUALS	3,327,769	3,327,769	-	437,871	220,871	2,669,027	
		H03016	PREVENTION SERVICES YOUTH	544,000	544,000	-	512,954	31,047	-	
		H03017	RAPID REHOUSING - FAMILIES	73,428,399	73,428,399	-	11,263,126	33,785,082	28,380,191	
		H03018	RAPID REHOUSING - INDIVIDUALS	5,831,635	5,831,635	-	4,302,269	527,026	1,002,340	
		H03019	RAPID REHOUSING - YOUTH	1,150,000	1,150,000	-	1,066,237	83,763	-	
		H03020	STRONG FAMILIES	1,723,729	1,723,729	-	-	331,476	1,392,253	
		H03022	TRANSITIONAL AGE YOUTH SHELTER	1,980,000	1,980,000	-	1,810,473	169,527	-	
		H03023	TRANSITIONAL HOUSING YOUTH	10,255,159	10,255,159	-	8,473,630	1,044,278	737,251	
		H03024	YOUTH SERVICES: ACE PROGRAM	5,171,623	5,171,623	-	472,256	707,426	3,991,941	
		H03025	YOUTH SERVICES: DIVERSION PROGRAM (STEP)	1,407,332	1,407,332	-	-	349,912	1,057,419	
		H03026	YOUTH SERVICES: PASS PROGRAM	3,184,586	3,184,586	-	-	698,039	2,486,547	
		H03028	MIGRANT SERVICES	-	7,810,104	656,956	-	-	7,153,148	
		LOCAL FUND Total		456,713,017	464,523,121	9,312,766	156,379,864	77,142,971	221,687,521	
	1010 Total			456,713,017	464,523,121	9,312,766	156,379,864	77,142,971	221,687,521	
	4015	FEDERAL PAYMENTS	H03002	HOMELESS SERVICES CONTINUUM - FAMILIES	864,875	864,875	-	-	864,875	
			H03003	HOMELESS SERVICES CONTINUUM - GENERAL	2,156,467	13,362,743	-	-	13,362,743	
			H03008	EMERGENCY RENTAL ASSISTANCE (ERAP)	-	5,864,331	-	-	5,864,331	
			H03010	PERMANENT SUPPORTIVE HOUSING FAMILIES	12,335,481	12,335,481	-	-	71,054	12,264,427
			H03012	PERMANENT SUPPORTIVE HOUSING INDIVIDUALS	18,408,879	18,408,879	-	2,800,000	1,579,070	14,029,809
			H03023	TRANSITIONAL HOUSING YOUTH	508,750	508,750	-	300,000	-	208,750
		FEDERAL PAYMENTS Total		34,274,452	51,345,059	-	3,100,000	1,650,124	46,594,936	
	4015 Total			34,274,452	51,345,059	-	3,100,000	1,650,124	46,594,936	
	4020	FEDERAL GRANT FUND - FPR	H03001	COMMUNITY SERVICES BLOCK GRANT	11,854,171	11,854,171	-	9,879,161	1,061,577	913,433
			H03002	HOMELESS SERVICES CONTINUUM - FAMILIES	4,199,278	4,199,278	-	-	465,398	3,733,880
			H03003	HOMELESS SERVICES CONTINUUM - GENERAL	2,638,218	2,638,218	-	-	190,252	2,447,966
			H03005	REFUGEE RESETTLEMENT	1,655,101	1,655,101	-	185,191	52,502	1,417,408
			H03007	DOMESTIC VIOLENCE SERVICES	776,980	776,980	-	148,607	6,661	621,712
			H03011	PERMANENT SUPPORTIVE HOUSING GENERAL	4,935,176	4,935,176	-	1,042,615	379,776	3,512,785
			H03017	RAPID REHOUSING - FAMILIES	1,444,700	1,444,700	-	-	213,139	1,231,561
			H03021	SUBSIDY TRANSFER	229,251	229,251	-	-	-	229,251
			H03027	YOUTH SERVICES: TEEN PREGNANCY PROGRAM	296,588	296,588	-	-	73,076	223,512
		FEDERAL GRANT FUND - FPR Total		28,029,463	28,029,463	-	11,255,574	2,442,381	14,331,508	
	4020 Total			28,029,463	28,029,463	-	11,255,574	2,442,381	14,331,508	
	FAMILY SERVICES ADMINISTRATION Total			519,016,932	543,897,643	9,312,766	170,735,437	81,235,476	282,613,964	
	Grand Total			865,110,006	889,990,717	11,450,153	211,199,515	121,553,057	545,787,991	

The expenses are through Q1. The agency on plan to spend all resources through Sept 30, 2023

Department of Human Services: FY22

Values

Program	Program Title	Appropriated Fund	Activity Title	Activity	FY 2022 Approved Budget	FY 2022 Revised Budget	FY 2022 Actuals	Year-End Balance	Comments
1000	AGENCY MANAGEMENT	100	COMMUNICATIONS	1080	465,452.5	465,452.5	429,013.4	36,439.1	
			INFORMATION TECHNOLOGY	1040	5,692,571.2	5,692,571.2	5,804,641.2	(112,069.9)	
			LABOR MANAGEMENT PARTN	1017	142,644.7	142,644.7	61,792.9	80,851.8	The surplus in property management is primarily due to fixed cost actuals being less than DGS projections and from expenditures moved from local to federal based on cost allocation. Risk management deficit due to shifting expenditures from federal to local due to cost allocation. There was also some delay in hiring in performance.
			LEGAL SERVICES	1060	1,097,413.9	1,097,413.9	1,074,169.4	23,244.5	
			PERFORMANCE MGMT	1090	2,922,020.0	3,026,685.0	2,311,622.1	715,062.9	
			PERSONNEL	1010	1,135,723.3	1,135,723.3	723,585.0	412,138.3	
			PROPERTY MANAGEMENT	1030	3,667,510.7	3,667,510.7	2,603,238.9	1,064,271.7	
			RISK MANAGEMENT	1055	1,301,084.7	1,301,084.7	2,976,564.9	(1,675,480.2)	
			TRAINING	1015	162,928.5	162,928.5	108,070.9	54,857.6	
			100 Total		16,587,349.4	16,692,014.4	16,092,698.7	599,315.7	
		200	INFORMATION TECHNOLOGY	1040	9,256,043.8	9,290,434.8	8,089,575.5	1,200,859.4	
			LEGAL SERVICES	1060	331,827.7	331,827.7	369,432.2	(37,604.5)	
			PERFORMANCE MGMT	1090	1,139,417.6	1,139,417.6	739,391.9	400,025.8	Year-end balance due to alignment of expenditures to grant revenue based on the federally approved cost allocation plan.
			PERSONNEL	1010	635,973.1	635,973.1	627,782.1	8,191.0	
			RISK MANAGEMENT	1055	4,689,536.1	5,179,324.1	3,381,339.3	1,797,984.8	
			200 Total		16,052,798.4	16,576,977.3	13,207,520.9	3,369,456.4	
		250	COMMUNICATIONS	1080	280,064.6	280,064.6	238,273.1	41,791.5	
			CUSTOMER SERVICE	1085	58,442.8	58,442.8	-	58,442.8	
			INFORMATION TECHNOLOGY	1040	3,507,479.5	3,697,748.5	2,445,583.3	1,252,165.2	Year-end balance due to alignment of expenditures to grant revenue based on the federally approved cost allocation plan.
			PERFORMANCE MGMT	1090	462,231.8	462,231.8	533,742.2	(71,510.4)	
			PROPERTY MANAGEMENT	1030	190,086.0	190,086.0	184,391.7	5,694.3	
			RISK MANAGEMENT	1055	1,008,972.2	1,350,669.5	739,310.0	611,359.5	
			250 Total		5,507,276.8	6,039,243.2	4,141,300.3	1,897,942.9	
		600	RISK MANAGEMENT	1055	100,000.0	23,461.5	9,727.2	13,734.3	Revenue recouped from SNAP fraud cases reconciled to expenditures.
			600 Total		100,000.0	23,461.5	9,727.2	13,734.3	
		700	INFORMATION TECHNOLOGY	1040	88,500.0	82,606.5	82,606.5	-	
			700 Total		88,500.0	82,606.5	82,606.5	-	
		Total			38,335,924.6	39,414,302.8	33,533,853.6	5,880,449.2	
1000 Total					38,335,924.6	39,414,302.8	33,533,853.6	5,880,449.2	
2000	ECONOMIC SECURITY ADMINISTRATION	100	BURIAL ASSISTANCE	2011	438,231.0	438,231.0	191,750.0	246,481.0	
			CASE MANAGEMENT	2030	7,990,564.8	6,184,680.0	4,846,840.2	1,337,839.8	
			CASH ASSISTANCE (TANF)	2021	56,370,000.0	55,316,503.8	84,754,533.2	(29,438,029.4)	The surplus is a net number and is primarily due to a surplus in fixed costs.
			EARLY EDUCATION SUBSIDY TRANSFER	2065	35,000,000.0	33,000,000.0	3,496,232.1	29,503,767.9	Note that expenditures for Early Child Care Education were shifted to federal to assist with a deficit in TANF Cash due to increased demand; TANF Jobs was funded mainly with federal funds; the surplus in Eligibility Determination represents fixed cost. The case management surplus in PS is due to shifting costs to federal and a delay in hiring. There was a reduction in caseload in IDA. There was also an increase in demand in the Supplemental Food Assistance program.
			ELIGIBILITY DETERMINATION SERVICES	2040	47,884,904.7	49,307,473.3	42,223,973.5	7,083,499.8	
			EMERGENCY RENTAL ASSISTANCE PROGRAM	2014	-	-	259,999.9	(259,999.9)	
			GENERAL ASSISTANCE FOR CHILDREN	2012	725,094.0	725,094.0	646,816.0	78,278.0	
			INCOME ASSISTANCE	2010	-	-	5,699.4	(5,699.4)	
			INTERIM DISABILITY ASSISTANCE	2013	2,545,005.0	1,745,005.0	1,514,665.0	230,340.0	
			JOB OPPORTUNITY AND TRAINING (TANF)	2022	3,870,597.6	3,870,597.6	3,167,679.6	702,918.0	
			MONITORING AND QUALITY ASSURANCE	2055	2,397,273.1	2,266,231.9	3,135,829.9	(869,598.0)	
			SUPPLEMENTAL FOOD ASSISTANCE	2024	1,155,000.0	1,155,000.0	4,389,938.3	(3,234,938.3)	
			100 Total		158,376,670.2	154,008,816.5	148,633,957.1	5,374,859.4	
		150	CASH ASSISTANCE (TANF)	2021	15,000,000.0	4,500,000.0	4,500,000.0	-	
			150 Total		15,000,000.0	4,500,000.0	4,500,000.0	-	
		200	CASE MANAGEMENT	2030	14,159,851.9	14,769,658.9	12,395,026.9	2,374,632.0	
			CASH ASSISTANCE (TANF)	2021	38,170,000.0	38,190,037.8	32,155,494.3	6,034,543.5	Year-end balance is due to realigning expenditures to revenue. With regard to SNAP and TANF admin the expenditures were aligned to revenue based on the application of the federally approved cost allocation plan. Unspent TANF funds roll over into FY23. SNAP is an entitlement - DHS can only draw down what's earned per the cost allocation plan. Funds do not lapse.
			EARLY EDUCATION SUBSIDY TRANSFER	2065	12,750.0	18,219,743.1	18,206,993.1	12,750.0	
			ELIGIBILITY DETERMINATION SERVICES	2040	16,706,834.0	28,973,995.1	25,563,163.8	3,410,831.3	
			JOB OPPORTUNITY AND TRAINING (TANF)	2022	24,577,988.0	25,765,008.4	20,697,016.7	5,067,991.8	
			MONITORING AND QUALITY ASSURANCE	2055	4,892,615.9	5,132,838.7	3,501,190.9	1,631,647.8	
			TEMPORARY ASST TO NEEDY FAMILIES (TANF)	2020	1,445,000.0	8,658,124.1	1,221,767.4	7,436,356.7	
			200 Total		99,965,039.8	139,709,406.2	113,740,653.1	25,968,753.0	
		250	CASE MANAGEMENT	2030	2,766,691.1	3,814,603.0	2,687,060.3	1,127,542.8	
			ELIGIBILITY DETERMINATION SERVICES	2040	7,849,590.3	10,583,908.7	8,139,576.0	2,444,332.7	Year-end balance is due to realigning expenditures to revenue. Medicaid is an entitlement. DHS can only draw down what's earned per the cost allocation plan. Expenditures are aligned to draw downs (revenue). Funds do not lapse.
			MONITORING AND QUALITY ASSURANCE	2055	-	-	352,007.1	(352,007.1)	
			250 Total		10,616,281.4	14,398,511.7	11,178,643.3	3,219,868.4	
		600	INTERIM DISABILITY ASSISTANCE	2013	800,000.0	-	-	-	IDA Caseloads fell in FY23. Revenue recouped was low. All expenditures were absorbed on local funds.
			600 Total		800,000.0	-	-	-	
		700	CASH ASSISTANCE (TANF)	2021	800,000.0	754,918.5	754,918.5	-	
			ELIGIBILITY DETERMINATION SERVICES	2040	1,717,332.9	1,451,223.7	1,451,223.7	-	
			700 Total		2,517,332.9	2,206,142.2	2,206,142.2	-	
		Total			287,275,324.2	314,822,876.5	280,259,395.7	34,563,480.8	
2000 Total					287,275,324.2	314,822,876.5	280,259,395.7	34,563,480.8	
5000	FAMILY SERVICES	100	COMMUNITY SERVICES BLOCK GRANT	5090	-	-	1,051.8	(1,051.8)	
			DOMESTIC VIOLENCE SERVICES	5020	1,590,397.0	1,590,397.0	1,531,150.5	59,246.5	
			EMERGENCY RENTAL ASSISTANCE (ERAP)	5014	15,023,444.9	15,023,444.9	14,134,049.7	889,395.2	
			HOMELESS PREVENTION	5013	5,438,700.0	5,438,700.0	5,110,535.3	328,164.7	
			HOMELESS SERVICE CONTINUUM - YOUTH	5023	635,637.6	635,637.6	605,415.9	30,221.7	
			HOMELESS SERVICES	5030	-	-	20,903.0	(20,903.0)	
			HOMELESS SERVICES CONTINUUM - FAMILIES	5037	62,944,114.8	62,776,630.8	57,729,097.8	5,047,533.0	
			HOMELESS SERVICES CONTINUUM - GENERAL	5039	60,311,191.4	59,661,191.4	86,114,008.0	(26,452,816.6)	
			HOMELESS SERVICES CONTINUUM-INDIVIDUALS	5038	24,354,068.4	20,926,899.9	21,310,968.0	(384,068.2)	
			PERMANENT SUPPORTIVE HOUSING - FAMILIES	5035	29,309,667.3	28,968,318.6	14,499,861.0	14,468,457.7	The surplus is a net number. \$17M of the year-end surplus rolled over into a local non-lapsing fund.
			PERMANENT SUPPORTIVE HOUSING - INDIV	5034	71,435,448.8	49,944,080.8	33,199,239.4	16,744,841.5	

		PERMANENT SUPPORTIVE HOUSING - YOUTH	5024	3,681,724.0	3,681,724.0	3,632,946.4	48,777.6	
		RAPID REHOUSING - FAMILIES (RRH-F)	5029	28,993,571.3	64,093,571.3	58,383,604.0	5,709,967.3	
		RAPID REHOUSING - INDIVIDUALS (RRH-I)	5028	5,831,634.7	5,831,634.7	5,166,264.5	665,370.3	
		RAPID REHOUSING - YOUTH	5027	1,200,000.0	1,200,000.0	1,007,675.0	192,325.0	
		REFUGEE RESETTLEMENT	5040	-	-	812.8	(812.8)	
		STRONG FAMILIES	5060	1,030,517.1	944,016.1	940,484.4	3,531.7	
		TRANSITIONAL AGE YOUTH SHELTER	5026	1,980,000.0	1,980,000.0	1,980,000.0	-	
		TRANSITIONAL HOUSING YOUTH	5021	10,087,158.5	10,087,158.5	8,986,825.2	1,100,333.3	
		YOUTH SERVICES	5022	10,034,770.8	8,553,433.8	9,557,135.1	(1,003,701.4)	
		100 Total		333,882,046.6	341,336,839.5	323,912,027.7	17,424,811.8	
	150	EMERGENCY RENTAL ASSISTANCE (ERAP)	5014	-	5,000,000.0	5,000,000.0	-	
		HOMELESS SERVICE CONTINUUM - YOUTH	5023	-	-	-	-	
		HOMELESS SERVICES CONTINUUM - GENERAL	5039	29,565,009.0	224,838,844.8	224,789,280.8	49,564.0	
		HOMELESS SERVICES CONTINUUM-INDIVIDUALS	5038	-	745,000.0	745,000.0	-	
		PERMANENT SUPPORTIVE HOUSING - FAMILIES	5035	-	-	-	-	
		PERMANENT SUPPORTIVE HOUSING - INDIV	5034	270,312.0	11,075,638.6	11,125,202.3	(49,563.7)	
		PERMANENT SUPPORTIVE HOUSING - YOUTH	5024	-	-	-	-	
		RAPID REHOUSING - FAMILIES (RRH-F)	5029	-	10,500,000.0	10,500,000.0	-	
		RAPID REHOUSING - INDIVIDUALS (RRH-I)	5028	-	-	-	-	
		TRANSITIONAL HOUSING YOUTH	5021	-	-	-	-	
		YOUTH SERVICES	5022	-	-	-	-	
		150 Total		29,835,321.0	252,159,483.4	252,159,483.1	0.3	
	200	ADULT PROTECTIVE SERVICES	5010	-	-	(42,653.9)	42,653.9	
		COMMUNITY SERVICES BLOCK GRANT	5090	11,668,966.3	21,500,777.5	20,924,872.5	575,905.0	
		DOMESTIC VIOLENCE SERVICES	5020	768,394.0	2,920,989.0	1,557,353.7	1,363,635.3	
		HOMELESS SERVICES CONTINUUM - FAMILIES	5037	4,019,500.7	4,304,846.1	4,200,245.0	104,601.1	
		HOMELESS SERVICES CONTINUUM - GENERAL	5039	2,638,217.9	2,638,217.9	2,367,470.8	270,747.2	
		HOMELESS SERVICES CONTINUUM-INDIVIDUALS	5038	222,610.7	222,610.7	173,201.8	49,408.9	
		PERMANENT SUPPORTIVE HOUSING	5032	4,935,176.0	5,304,814.1	5,121,502.3	183,311.8	These are two year grants. Funds carryover into FY23.
		RAPID REHOUSING - FAMILIES (RRH-F)	5029	1,444,700.0	12,010,911.4	10,760,754.3	1,250,157.2	
		RAPID REHOUSING - INDIVIDUALS (RRH-I)	5028	-	110,063.0	10,188.8	99,874.3	
		REFUGEE RESETTLEMENT	5040	1,874,462.3	2,256,819.0	2,071,029.9	185,789.2	
		STRONG FAMILIES	5060	1,755,078.4	1,755,078.4	1,696,010.8	59,067.7	
		SUBSIDY TRANSFER	5095	229,251.0	229,251.0	-	229,251.0	
		YOUTH SERVICES	5022	280,643.3	280,643.3	219,884.1	60,759.2	
		200 Total		29,837,000.6	53,535,021.5	49,059,860.0	4,475,161.5	
	450	HOMELESS SERVICES CONTINUUM - GENERAL	5039	-	4,626.8	4,626.8	-	
		450 Total		-	4,626.8	4,626.8	-	
	700	HOMELESS SERVICES CONTINUUM-INDIVIDUALS	5038	427,088.0	264,649.1	264,649.1	-	
		TRANSITIONAL HOUSING YOUTH	5021	370,000.0	370,000.0	370,000.0	-	
		YOUTH SERVICES	5022	99,926.8	99,926.8	98,484.7	1,442.1	
		700 Total		897,014.8	734,575.9	733,133.8	1,442.1	
5000 Total	FAMILY SERVICES	Total		394,451,383.0	647,770,547.1	625,869,131.4	21,901,415.7	
100F	AGENCY FINANCIAL OPERATIONS	100 ACCOUNTING OPERATIONS	120F	774,817.6	812,817.6	854,220.4	(41,402.8)	
		ACFO	130F	281,102.0	281,102.0	261,902.2	19,199.8	
		BUDGET OPERATIONS	110F	226,925.2	226,925.2	226,691.4	233.8	
		100 Total		1,282,844.8	1,320,844.8	1,342,814.0	(21,969.2)	
		200 ACCOUNTING OPERATIONS	120F	1,355,380.7	1,396,957.7	1,218,696.4	178,261.3	Budget aligned to expenditures based on the application of the cost allocation
		BUDGET OPERATIONS	110F	788,522.4	788,522.4	463,915.4	324,607.1	plan. Funds do not lapse.
		200 Total		2,143,903.1	2,185,480.1	1,682,611.7	502,868.4	
100F Total	AGENCY FINANCIAL OPERATIONS	Total		3,426,747.9	3,506,324.9	3,025,425.8	480,899.1	
Grand Total				723,489,379.7	1,005,514,051.3	942,687,806.4	62,826,244.9	DHS FY22 total local surplus is \$23.3M and is primarily attributed to the following: \$5.1M in fixed costs due to less than projected expenditures in DGS assessment and the cost allocation to federal. The remaining \$17.9M reflects underspending in LRSP due to the system not having the capacity to meet the need of the LRSP program which doubled in size in FY22. Funds will be reallocated to a non-lapsing local fund.

Department of Human Services
FY2022 REPROGRAMMING (within DHS)

DATE	AMOUNT	FUNDING	FROM - PROG/ACTIVITY/CSG	TO - PROG/ACTIVITY/CSG	REASON
10/8/2021	\$416,500.00	FEDERAL	Economic Services Administration/TANF (2020)-CSG 0050	Economic Services Administration/ Job Opportunity & Training (2022)-CSG 0050	Funds needed to support the TANF on-line assessment tool, OCTO-CATCH MOU and DBH-MOU
10/25/2021	\$373,029.22	LOCAL	Economic Security Administration/Cash Assistance (TANF)(2021)-CSG 0050	Economic Services Administration/Eligibility Determination (2040) -CSG 0041	Funds needed to support the Internal Comprehensive Review (ICR) contract and the DC Village benefits files shredding project
1/22/2022	\$680,467.00	LOCAL	Economic Security Administration/Cash Assistance (TANF)(2021)-CSG 0050	Economic Services Administration/Eligibility Determination (2040) -CSG 0040, 0041 & 0070	Funds needed to support operations to administer human services programs to the residents of the District of Columbia
1/22/2022	\$347,000.00	LOCAL	Federal Services Administration/Permanent Housing Supportive (5034)-CSG 0050	Federal Services Administration/Permanent Housing Supportive (5034)-CSG 0040 & 0070	Funds needed to support Permanent Supportive Housing for Individuals
2/18/2022	\$97,600.00	FEDERAL	Economic Security Administration/Eligibility Determination (2040) -CSG 0041	Economic Services Administration/Eligibility Determination (2040) -CSG 0040 & 0070	Funds needed for new hires to support the increased caseload of DC residents applying for public assistance benefits.
3/17/2022	\$110,063.00	FEDERAL	Rapid Rehousing Families (5029) - 0050	Rapid Rehousing Individuals (5028) - 0050	Funds needed to pay ESG-eligible rental assistance for individuals in Rapid Re-Housing, as detailed in the 2020 Emergency Solutions Grant Action Plan approved by the U.S. Department of Housing and Urban Development.
5/18/2022	\$7,213,124.09	FEDERAL	Economic Security Administration/TANF CASH Assistance (2021) -CSG 0050	Economic Services Administration/Eligible Homeless Families (2020) -CSG 0050	Funds are needed to align budget with projected expenditures for TANF Homeless Families in Shelter.
5/22/2022	\$520,837.00	FEDERAL	Economic Security Administration (2030) - Case Management Jobs - 0011, 0014, 0050	Economic Security Administration (2030) - Case Management FSET 100% - 0011, 0014, 0050, 0041	Funds needed for the Laptop Loaner program
6/15/2022	\$2,500,000.00	LOCAL/RR	HSC General (5039) - 0012 and 0014	HSC General (5039) - 0050	Funds needed to support operations for Emergency Rental Assistance Program
8/3/2022	\$20,000.00	FEDERAL	Agency Fiscal Operations/Budget Operations (110F)-CSG 0011 & CSG 0014	Agency Fiscal Operations/Budget Operations (110F) -CSG 0040	Funds are needed to align budget with projected expenditures for out of town travel employee reimbursements
8/4/2022	\$100,000.00	FEDERAL	HSC - General (5039) - 0050	HSC - General (5039) - 0041	Funds needed for various contracts to improve the Department of Human Services administrative functions in further of the agency's mission
10/20/2022	\$18,206,993.13	FEDERAL	ESA Cash Assistance - TANF Cash (2021) 0050 and ESA TANF Employment Program (2022) - 0050	ESA - ECEA Subsidy (2065) - 0050	Funds needed to align budget with projected expenditures
10/27/2022	\$153,519.99	FEDERAL	Refugee (5040) - 0011, 0014, 0020, 0041, 0040, 0050	Refugee (5040) - 0050	Funds needed to support the Unaccompanied Minor MOU with Child and Family Services.

Department of Human Services
 FY2022 REPROGRAMMING (outside DHS)

DATE	AMOUNT	FUNDING	FROM - PROG/ACTIVITY/CSG	TO - PROG/ACTIVITY/CSG	REASON
10/25/2021	\$259,505.79	LOCAL	HSC General (5039) - 0040	Department of General Services	City-wide reprogramming

Attachment 21 - Grants Awarded to DHS

Grant Title (Number)	Approved Budget	Funding Source	Expenditures FY2018	Purpose	Period of Performance
Social Services Block Grant (CSSS22)	7,063,651	U.S. Department of Health and Human Services Administration, Children and Families	6,539,060	Provides financial assistance to states for the provision of services that are directed toward assisting families and individuals achieve economic self-sufficiency; preventing or remedying neglect, abuse or exploitation of children or adults; and preserving families and preventing institutionalization when appropriate and possible.	10/1/2021 - 09/30/2023
Community Services Block Grant (CSCS22)	11,550,279	U.S. Department of Health and Human Services Administration, Children and Families	10,944,690	Provides financial assistance to states to meet the goals of reducing poverty, revitalizing low-income communities and empowering low-income families and individuals to become self-sufficient. Funding is provided to a designated Community Action Agency (CAA) which coordinates approaches that address the causes and reduction of poverty in DC through a network of service providers.	10/1/2021 - 09/30/2023
Refugee Cash and Medical Assistance Grant (FSRR22)	1,851,539	U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement	1,851,539	Promotes the health of recently resettled refugees by helping refugees enroll in medical assistance programs, referring refugees for health screenings, identifying barriers to refugee self-sufficiency and well-being, providing basic health education and tools to refugees, and assisting clients with resolution of health verification and billing issues.	10/1/2021 - 09/30/2023
Refugee Social Services Grant (FSSS22)	206,864	U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement	125,515	Provides vital social services for adults who resettle within the District as a refugee, asylee, or victim of human trafficking, to promote economic self-sufficiency. Assistance is provided through the effective, coordinated use of federally-funded cash assistance and supportive social services.	10/1/2021 - 09/30/2023

Attachment 21 - Grants Awarded to DHS

			FY2018		
Family Violence and Prevention Grant (FSFV02)	768,394	U.S. Department of Health and Human Services Administration, Children and Families	768,394	The Family Violence Prevention and Services Program is committed to: Providing shelter and other supportive services for victims and their children; Coordinating statewide improvements within local communities, social service systems, and programming regarding the prevention and intervention; public awareness about the prevalence of domestic violence, dating violence and family violence Supporting local and community-based domestic violence programs with specialized technical assistance addressing emerging issues such as trauma-informed care; the co-occurrence of domestic violence and child maltreatment; culturally specific domestic violence services; and effective interventions for children exposed to domestic violence.	10/1/2020 - 09/30/2022
Family Violence and Prevention Services(FVFA12)	1,238,044.00	U.S. Department of Health and Human Services Administration, Children and Families	680,276	ARPA -The Family Violence Prevention and Services Program is committed to: Providing shelter and other supportive services for victims and their children;	10/1/2020 - 9/30/2025
Family Violence Prevention Assault (FVSA12)	869,171.00	U.S. Department of Health and Human Services Administration, Children and Families	63,400	ARPA -The Family Violence Prevention and Services Program is committed to: Providing shelter and other supportive services for victims and their children;	10/1/2020 - 9/30/2025
Shelter Plus Care Grant (SPCG21)	3,473,620	U.S. Department of Housing and Urban Development	3,363,141	Provides shelter, through subsidized rent payments, and supportive services to formerly chronically homeless individuals and families that are disabled by substance use disorder or mental illness.	02/01/2022-01/31/2023
Emergency Solutions Grant (ESGH21)	1,320,062	U.S. Department of Housing and Urban Development	195,480	Provides funding to support five eligible components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS.	11/16/2021-11/16/2023
Food Stamp Administration Grant (21JAFS)	26,232,524	U.S. Department of Agriculture	24,545,189	Entitlement that is reimbursed based on DHS' approved cost allocation plan.	10/1/2021 - 09/30/2022
Temporary Assistance for Needy Families (AFTF29)	93,495,826	U.S. Department of Health & Human Services, Office of Family Assistance	71,899,076	Provides funds to assist needy families achieve self-sufficiency.	10/1/2021 -00/00/00
Medicaid (21JAMA)	16,802,676	U.S. Department of Health & Human Services	12,181,086	Entitlement that is reimbursed based on DHS' approved cost allocation plan.	10/1/2021 - 09/30/2022

Attachment 21 - Grants Awarded to DHS

			FY2018		
Indirect Cost Recovery (21IDCR)	7,746,934	U.S. Department of Health and Human Services Administration, Children and Families	6,798,651	Provides funds that are earned/reimbursed based on DHS' approved cost allocation plan.	10/1/2021 - 09/30/2022
AFDC/TANF Collections (ACTA21)	10,000	U.S. Department of Health and Human Services Administration, Children and Families	11,548	Funds based on the amount recouped from TANF/AFDC	10/1/2021 - 09/30/2022
Food Stamp Administration Grant (JAFS21)	7,946,347	U.S. Department of Agriculture	6,744,283	Funding to support the maintenance of the DC Access Eligibility System	10/1/2021 - 09/30/2022
Medicaid (JAMA21)	1,536,503	U.S. Department of Health & Human Services	1,205,477	Funding to support the maintenance of the DC Access Eligibility System	10/1/2021 - 09/30/2022
SNAP Fraud Framework Implementation Grant (02FFIG/20)	95,000	U.S. Department of Agriculture	95,000	To support State agency efforts to improve and expand recipient fraud prevention, detection and investigation efforts using the procedures, ideas and practices outlined in the SNAP Fraud Framework.	9/30/2020-09/30/2022
PANDEMIC EBT ADMINISTRATIVE COSTS (PEBT21)	4,493,690	U.S. Department of Agriculture	764,789	To support State agency efforts to improve and expand recipient fraud prevention, detection and investigation efforts using the procedures, ideas and practices outlined in the SNAP Fraud Framework.	10/01/2021 - 09/30/2022
SNAP Employment & Training Database Grant (03ETDB)	421,307	U.S. Department of Agriculture	270,682	To support State and local agencies in collecting and reporting outcome data for SNAP E & T programs, as well as additional funds for technical assistance, so that States can become more effective, data driven E & T providers	09/30/2020 -09/30/2023

Grant Award	Period of Performance	FTE's
CSSS32.SOCIAL SERVICE BLOCK GRANT	10/01/2022 - 09/30/2024	22.00
31JAFS.FOOD STAMP ADMINISTRATION - DHD	10/01/2022 - 09/30/2023	163.82
AFTF39.TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	10/01/2022 - 00/00/0000	147.00
CSCS32.COMMUNITY SERVICES BLOCK GRANT	10/01/2022 - 09/30/2024	6.00
FSRR32.REFUGEE RESETTLEMENT CMA	10/01/2022 - 09/30/2024	2.25
JAFS31.SNAP (DCAS) FUNDING	10/01/2022 - 09/30/2023	13.58
31JAMA.MEDICAID ADMINISTRATION	10/01/2022 - 09/30/2023	119.00
JAMA31.MEDICAID (DCAS) FUNDING	10/01/2022 - 09/30/2023	8.56
31IDCR. INDIRECT COST RECOVERY	10/01/2022 - 09/30/2023	65.63
SNAP BONUS*	10/01/2015 - 00/00/0000	1.00
TOTAL FTE'S Funded by Grants		548.84

* Funds available until spent

The above grant funding is received by DHS every year from the Federal Gov't, with the exception of the SNAP Bonus.

File Id	Nature of Contract	Name of Contracting Party	Commence	Expiration
0117232	Lease for temporary migrant welcome center	Washington City Church, Church of the Brethern	01/03/2023	04/02/2023
1123201	Lease for Taylor Street Service Center	HIMMELFARB PROPERTIES	10/12/2021	08/31/2037
0117231	Lease for temporary migrant welcome center	Capitol Hill United Methodist Church	01/03/2023	05/31/2023
0107211	Lease extension for Pat Handy swing space	1009 11th Street Associates, LLC	02/01/2023	01/31/2024
0701	Lease extension for Adams Place men's shelter	DLY 2210 Adams Place, LLC & DLY Adam Place SPE LLC	05/01/2023	04/30/2028
9806	Lease extension for Fort Davis Service Center	PENN-BAMA, LLC	10/19/2022	10/31/2027

Term	Fiscal Year	FY22 Approved Budget	FY22 Expenditures	FY23 Approved Budget	FY23 Expenditures	Contract Competively Bid
0	2023	-	-	78,545.52	-	No
16	2022	1,395,871.44	-	1,647,390.10	784,366.98	Yes
0	2023	-	-	50,373.15	-	No
1	2023	448,150.50	1,818,361.68	2,020,622.95	610,108.20	No
5	2023	1,436,010.16	1,341,764.26	1,425,888.71	451,311.92	Yes
5	2023	903,835.73	832,438.17	1,300,338.24	288,109.92	Yes

Agency's Contract Monitoring	Funding Source
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N/A Operating

N/A Operating

N/A Operating

N/A Operating

N/A Operating

N/A Operating

Nature of Contract/Contract Description	Contract Number	Contract Budgeted Amount	FY22 PO Amount	FY23 PO Amount	Contract Term	Procurement Type	Competitively bid	Contracting Party	Current Period	Options Remaining	Funding Source	Contract Administrator
				05 - \$24,208,863.63 Base Year (New CoC) - TBD	Start Date End Date							
Oversight and Management for homeless services/shelters	CW46211	\$84,462,642.34	OY4-\$23,644,568.74 OY5-\$64,499,606.89		02/01/22 01/31/23	RFP	Yes	The Community Partnership for the Prevention of Homelessness - TCP	Extension	0	Local/Federal	Ebony Monti
Emergency P-EBT Turnkey Solution	CW90464	\$5,674,072.92	\$714,318.19	n/a	04/26/21 11/30/21	Emergency Contract	No	Deloitte Consulting LLP	Option Period 2	0	Federal	David Sloan
Emergency Specialist	CW92209	\$168,884.19	147,511.64	\$168,884.19	10/01/22 09/30/23	DCSS TO	Yes	Midtown Group	Option Period 2	2	Local	Brianna Randall
Rapid Re-Housing-I	CW92963	\$994,530.00	\$165,755.00	\$824,108.30	08/01/22 07/31/23	Human Care Agreement	Yes	The Institute for Emotional Regulation LLC	Option Period 1	3	Local/Federal	TineSha Lightfoot
Rapid Re-Housing-I	CW92965	\$916,981.08	\$153,663.52	\$762,150.90	08/01/22 07/31/23	Human Care Agreement	Yes	CORE DC LLC.	Option Period 1	3	Local/Federal	TineSha Lightfoot
Rapid Re-Housing-I	CW92968	\$921,452.00	\$153,575.34	\$766,710.00	08/01/22 07/31/23	Human Care Agreement	Yes	Wheeler Creek CDC	Option Period 1	3	Local/Federal	TineSha Lightfoot
Rapid Re-Housing-I	CW92970	\$987,846.20	\$164,641.04	\$816,538.50	08/01/22 07/31/23	Human Care Agreement	Yes	Echelon Community Service, Inc.	Option Period 1	3	Local/Federal	TineSha Lightfoot
Rapid Re-Housing-I	CW92972	\$998,807.13	\$168,467.88	\$827,672.60	08/01/22 07/31/23	Human Care Agreement	Yes	Washington City Spirit/ Spiritarys Healthcare Center and	Option Period 1	3	Local/Federal	TineSha Lightfoot
Rapid Re-Housing-I	CW92974	\$997,537.16	\$166,256.20	\$830,114.30	08/01/22 07/31/23	Human Care Agreement	Yes	Metropolitan Educational Solution, LLC.	Option Period 1	3	Local/Federal	TineSha Lightfoot
Rapid Re-Housing-I	CW92976	\$995,250.04	\$824,041.70	TBD	08/01/21 07/31/22	Human Care Agreement	Yes	Bradley & Associates, LLC	Base Period	0	Local/Federal	TineSha Lightfoot
Permanent Supportive Housing II	CW47374	\$1,887,002.00	\$1,112,388.00	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	MBI	Extension	0	Local	Channon Adams
Permanent Supportive Housing II	CW47376	\$4,372,050.00	\$2,993,917.50	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	Metropolitan Educational Solutions	Extension	0	Local	Channon Adams
Permanent Supportive Housing II	CW47430	\$999,924.00	\$984,882.00	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	Open Arms	Extension	0	Local	Channon Adams
Permanent Supportive Housing II	CW47432	\$5,307,100.00	\$2,676,912.00	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	Community Connections	Extension	0	Local	Channon Adams
Permanent Supportive Housing II	CW47472	\$556,956.00	\$984,300.00	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	DC Doors	Extension	0	Local	Channon Adams
Permanent Supportive Housing II	CW47474	\$1,446,224.00	\$997,984.00	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	Wheeler Creek	Extension	0	Local	Channon Adams
Permanent Supportive Housing II	CW47914	\$815,510.00	\$464,040.00	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	National Center for Children and Families	Extension	0	Local	Channon Adams
Permanent Supportive Housing - Case Management Services	CW92286	\$302,920.00	\$801,480.00	n/a	07/01/21 06/30/22	Human Care Agreement	Yes	CORE DC LLC	Base Period	4	Local	Channon Adams
Temporary Assistance for Needy Families EOT	CW60129	\$2,543,907	\$2,236,445	\$2,543,907.00	10/01/22 09/30/23	Human Care Agreement	Yes	DB Grant Associates	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families EOT	CW60131	\$2,543,907	\$2,236,445	\$2,543,907.00	10/01/22 09/30/23	Human Care Agreement	Yes	Fedacq Rehabilitation Services, Inc.	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families EOT	CW60133	\$2,543,907	\$2,236,445	\$2,543,907.00	10/01/22 09/30/23	Human Care Agreement	Yes	Washington Literacy Center	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60545	\$1,884,021.00	\$1,940,227.29	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	American Centers of Washington DC	Option Period 4	0	Local	Ann Pierre
Temporary Assistance for Needy Families JP	CW60547	\$1,884,021.00	\$1,940,227.29	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	Career TEAM	Option Period 4	0	Local and Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60550	\$1,884,021.00	\$1,940,227.29	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	Fedacq Rehabilitation Services, Inc.	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60552	\$1,884,021.00	\$1,940,227.29	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	KRA Corporation	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60554	\$1,884,021.00	\$1,940,227.29	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	Maximus Human Services, Inc.	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60760	\$1,884,021.00	\$1,884,021.00	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	DB Grant Associates, Inc.	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60762	\$1,884,021.00	\$1,884,021.00	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	Excalibur Legal Staffing	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families JP	CW60764	\$1,884,021.00	\$1,884,021.00	\$1,884,021.00	10/01/22 09/30/23	Human Care Agreement	Yes	JHP	Option Period 4	0	Federal	Ann Pierre
Database Management and Support	CW62081	\$161,520.00	\$147,520.00	TBD	08/30/21 08/29/22	IFB	Yes	Data Builders	Option Period 3	1	Federal	Brian Campbell
Short Term Family Housing	CW63222	\$3,651,069.11	\$3,347,307.70 \$513,881.10	\$3,821,870.25	09/01/22 08/31/23	Human Care Agreement	Yes	NCCF (Site 1W/4)	Option Period 4	0	Local	Sivia Blocker
Short Term Family Housing	CW63372	\$3,220,158.96	\$3,220,158.96	\$3,510,531.00	10/01/22 09/30/23	Human Care Agreement	Yes	Community of Hope (Site 3W/8)	Option Period 4	0	Local	Joseph Mitchell
MSS Leadership Development Program	CW66840	\$130,750	\$14,000	NA	10/01/21 09/30/22	Exempt	No	George Washington University	Option Period 3	1	Local	Angela Charles
Burial Services	BPA_FY2020ESA.7	\$100,000.00	\$100,000.00	\$100,000.00	10/31/21 10/30/22	BPA	No	D.L. McLaughlin Funeral Services	Option Period 2	2	Local	Anetria Smart
Temporary Assistance for Needy Families EOT	CW98845	\$2,543,907	\$2,230,477	\$2,543,907.00	10/01/21 09/30/22	Human Care Agreement	Yes	KRA Corporation	Option Period 4	0	Federal	Ann Pierre
Temporary Assistance for Needy Families EOT	CW98847	\$2,543,907	\$2,236,445	\$2,543,907.00	10/01/21 09/30/22	Human Care Agreement	Yes	COMMUNITY SERVICES WASHINGTON DC	Option Period 4	0	Federal	Ann Pierre
Short Term Family Housing	CW76937	\$2,747,710.57	\$1,544,861.92	\$2,493,356.39	03/01/22 02/28/23	Human Care Agreement	Yes	CORE DC (Site 2W/7)	Option Period 3	1	Local	Joseph Mitchell
Short Term Family Housing	CW71666	\$3,751,628.10	\$2,784,916.00 \$575,485.00	\$3,176,143.10	08/01/22 07/31/23	Human Care Agreement	Yes	NCCF (Site 5W/5)	Option Period 3	1	Local	Sivia Blocker
Short Term Family Housing	CW78594	\$3,228,607.73	\$3,016,190.21	\$3,550,332.00	01/01/22 12/31/22	Human Care Agreement	Yes	CORE DC STFH (Site 6W/6)	Option Period 2	2	Local	Joseph Mitchell
Short Term Family Housing	CW78664	\$3,852,384.48	\$1,160,000.00 \$2,392,000.00	\$1,322,652.04 \$2,724,663.20	02/01/22 01/31/23	Human Care Agreement	Yes	Friendship Place STFH (Site 7W/3)	Option Period 3	1	Local	Sivia Blocker
Short Term Family Housing	CW89612	\$3,339,087.6	\$3,306,662.52	\$3,405,862.36	02/01/22 01/31/23	Human Care Agreement	Yes	CORE DC STFH (Site 8W/1)	Option Period 1	3	Local	Joseph Mitchell
Permanent Supportive Housing II	CW75644	\$303,272.80	\$416,826.84	n/a	10/01/21 09/30/22	Human Care Agreement	Yes	United Planning Organization	Option Period 2	1	Local	Channon Adams
Burial Services	DHSEAFuneralServicesBPA-2	\$100,000.00	\$100,000.00	\$47,800	02/17/22 02/16/23	BPA	No	Capital Mortuary	Base Period	4	Local	Anetria Smart
Crisis Beds for Pregnant and Parenting Youth	CW70775	\$538,566.00	\$538,879.44	\$465,328.00	07/01/22 06/30/23	Human Care Agreement	Yes	Healthy Babies Project	Option Period 3	1	Local	Naomi Bellot
Racial Equity Training	CW88682	\$70,000	\$100,000,208.33	\$30,000.00	01/22/22 01/21/23	Exempt	No	Service to Justice	Option Period 2	2	Local	George Shepard
Identity Theft Services	CW90327	\$51,563	\$99,529,100,50 \$29,100,50	TBD	03/24/22 03/23/23	Federal Supply Schedule TO	Yes	Sontiq, Inc	Option Period 1	3	Local	Racheal Plaskon
Case Managers	CW91489	\$404,399.52	\$0	\$0	05/11/21 09/30/21	Federal Supply Schedule TO	Yes	Midtown	Base Period	4	Local	George Shepard
Temporary Staffing Services	CW94212	\$950,000.00	\$21,620.00, \$23,903	\$115,270, \$554,131	10/01/21 09/30/22	IFB	Yes	Radgov, Inc.	Base Period	4	Local/Federal	George Shepard
Temporary Staffing Services	CW94214	\$950,000.00	\$131,167.2, 0	\$0	09/01/21 09/30/22	IFB	Yes	SOS Human Capital Solutions	Base Period	4	Local	George Shepard
Temporary Staffing Services	CW94218	\$950,000.00	\$51,046.24	\$224,628.00	10/01/21 09/30/22	IFB	Yes	MB Staffing Services, LLC	Base Period	4	Local	George Shepard
Temporary Staffing Services	CW94220	\$950,000.00	\$52,058.76	\$482,131.00	10/01/21 09/30/22	IFB	Yes	Changing Technologies, Inc.	Base Period	4	Local	George Shepard
Temporary Staffing Services - Hearing Examiner	CW94855	\$96,000.00	\$96,000, \$71,100	\$0	10/12/21 03/31/22	Exempt	No	The Jones Group DC	Base Period	0	Local	George Shepard
Asset Verification System	CW94459	\$119,800	\$119,800	\$119,800.00	10/01/22 09/30/23	IFB	Yes	Public Consulting Group	Option Period 1	4	Federal	Brian Campbell
DHS-TEP-Assessment Tool	CW96931	\$159,000	\$358,833	\$159,000.00	12/01/22 11/30/23	Exempt	No	Networking For Future Inc	Option Period 1	4	Federal	Ann Pierre
DHS Employment Verification System	CW95527	\$604,693	\$604,693	\$185,000	11/08/21 11/07/22	Federal Supply Schedule TO	Yes	Talk Corporation	Base Period	0	Local/Federal	Sherrie McDowell
DHS Employment Verification System	CW103950	\$712,500	\$0	\$712,500	11/01/22 10/31/23	Federal Supply Schedule TO	Yes	Talk Corporation	Base Period	3	Local/Federal	Sherrie McDowell
QSI Support	CW89736	\$115,673.40	\$91,734.79	\$23,968.61	03/05/21 03/04/22	IFB	Yes	Mathematica	Option Period 1	4	Federal	Brian Campbell
Copier Maintenance	CW102728	\$264,579.84	N/A	\$264,579.84	10/01/22 09/30/23	Cooperative Agreement	No	XEROX	Base Period	2	Local/Federal	Alvaro Cruz
Transportation Services related to natural disasters	DHSEMTTransportationServicesBPA_3	\$100,000.00	\$3,500.00	TBD	01/21/23 01/20/23	BPA	Yes	Battle's Transportation Services/Regular	Option Period 1	3	Local/Federal	Angela Charles
Temporary Staffing Services	CW98753	\$1,979,824.38	\$850,000.00	\$1,277,265.92	01/20/23 01/19/24	IFB	Yes	Midtown	Option Period 1	2	Local/Federal	David Sloan
Acquisition Support Services	CW99770	\$281,417.00	\$281,417.00	TBD	05/18/22 09/30/22	Cooperative Agreement	Yes	ASI Government, Inc.	Base Period	0	Local/Federal	Wilandra Blount
Temporary Staffing Services	CW89673	\$950,000.00	\$250,006.00	\$77,893.00	10/01/21 09/30/22	IFB	Yes	Midtown	Base Period	4	Local	George Shepard
Dell Laptops and Dell Laptop Slim Briefcase	CW100200	\$689,176.49	N/A	\$689,176.49	06/16/22 09/30/22	DCSS TO	Yes	MVS	Base Period	0	Local/Federal	Alvaro Cruz
New Permanent Supportive Housing 3-Case Management	CW100311	\$2,550,026.65	\$772,147.70	\$225,897.12	07/01/22 06/30/23	Human Care Agreement	Yes	Open Arms Housing	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100315	\$2,238,358.42	\$894,115.80	\$279,267.04	07/01/22 06/30/23	Human Care Agreement	Yes	Pathways to Housing	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100317	\$2,712,815.08	\$615,443.81	\$538,489.90	07/01/22 06/30/23	Human Care Agreement	Yes	Transitional Housing dba Housing Up	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100319	\$950,000.00	\$225,815.88	\$746,502.35	07/01/22 06/30/23	Human Care Agreement	Yes	United Planning Organization	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100338	\$2,176,683.98	\$722,268.32	\$255,945.12	07/01/22 06/30/23	Human Care Agreement	Yes	Catholic Charities	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100360	\$950,000.00	\$370,556.34	\$782,129.44	07/01/22 06/30/23	Human Care Agreement	Yes	CORE DC	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100362	\$950,000.00	\$880,881.71	\$566,508.88	07/01/22 06/30/23	Human Care Agreement	Yes	DC Doors	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100367	\$950,000.00	N/A	\$937,396.51	07/01/22 06/30/23	Human Care Agreement	Yes	Jaydot, LLC	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100380	\$950,000.00	\$350,787.42	\$716,455.75	07/01/22 06/30/23	Human Care Agreement	Yes	Bradley & Associates	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100382	\$2,542,798.22	\$925,601.27	\$652,040.26	07/01/22 06/30/23	Human Care Agreement	Yes	Community Connections	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100384	\$2,169,910.24	\$840,329.53	\$527,456.70	07/01/22 06/30/23	Human Care Agreement	Yes	Community of Hope	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100396	\$950,000.00	\$304,803.30	\$482,600.40	07/01/22 06/30/23	Human Care Agreement	Yes	Edgewood/Brookland	Base Period	4	Local	Eskaya Pagan
New Permanent Supportive Housing 3-Case Management	CW100398	\$950,000.00	\$864,458.49	\$394,285.02	07/01/22 06/30/2							

Family Rehousing and Stabilization Program	CW101630	\$1,942,965.86	N/A	\$576,304.88	10/01/22	09/30/23	Human Care Agreement	Yes	Far Southeast Family Strengthen Collaborative	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101628	\$3,471,287.50	N/A	\$977,050.00	10/01/22	09/30/23	Human Care Agreement	Yes	Echelon Community Services	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101626	\$2,131,411	N/A	\$634,288.00	10/01/22	09/30/23	Human Care Agreement	Yes	Collaborative Solution for Communities	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101624	\$1,836,687.48	N/A	\$543,603.84	10/01/22	09/30/23	Human Care Agreement	Yes	Edgewood-Brooklyn	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101622	\$4,560,846.72	N/A	\$996,267.69	10/01/22	09/30/23	Human Care Agreement	Yes	North Capitol Collaborative	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101620	\$3,509,201.97	N/A	\$899,945.76	10/01/22	09/30/23	Human Care Agreement	Yes	Maximus US	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101558	\$1,264,429	N/A	\$370,832.00	10/01/22	09/30/23	Human Care Agreement	Yes	East River Family Strengthening Collaborative	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101556	\$3,518,174.44	N/A	\$991,707.52	10/01/22	09/30/23	Human Care Agreement	Yes	East River Family Strengthening Collaborative	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101325	\$2,042,400	N/A	\$606,900.00	10/01/22	09/30/23	Human Care Agreement	Yes	Spring Leaf Solutions LLC	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101233	\$2,060,600	N/A	\$612,500.00	10/01/22	09/30/23	Human Care Agreement	Yes	My Sister's Place	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101231	\$2,110,007.80	N/A	\$627,702.40	10/01/22	09/30/23	Human Care Agreement	Yes	Catholic Charities	Base Period	4	Local/Federal	TineeSha Lightfoot
Family Rehousing and Stabilization Program	CW101229	\$1,916,734.24	N/A	\$656,642.08	10/01/22	09/30/23	Human Care Agreement	Yes	CORE DC	Base Period	4	Local/Federal	TineeSha Lightfoot
Temporary Staffing Services - Monkeypox	CW101765	\$67,392	No RK-Paid by P-Card	\$0	8/1/2022	09/30/22	Emergency Contract	No	Midtown	Base Period	0	Federal	George Shepard
Temporary Staffing Services - Monkeypox	CW101770	\$67,520	No RK-Paid by P-Card	\$0	8/1/2022	09/30/22	Emergency Contract	No	The Coles Group	Base Period	0	Federal	George Shepard
Temporary Staffing Services - Monkeypox	CW102888	\$101,088	No RK-Paid by P-Card	\$0	10/1/2022	12/31/22	Emergency Contract	No	Midtown	Base Period	0	Federal	George Shepard
Temporary Staffing Services - Monkeypox	CW102881	\$101,082	No RK-Paid by P-Card	\$0	10/1/2022	12/31/22	Emergency Contract	No	The Coles Group	Base Period	0	Federal	George Shepard
Case management incentive and benefits issuance	CW100309	\$950,000.00	\$432,477.12	\$592,382.99	07/01/22	06/30/23	Human Care Agreement	Yes	National Center for Children and Families (NCCF)	Base Period	4	Local	Channon Adams
Case management incentive and benefits issuance	CW100313	\$950,000.00	\$303,871.56	\$943,787.88	07/01/22	06/30/23	Human Care Agreement	Yes	Pathways	Base Period	4	Local	Channon Adams
Case management incentive and benefits issuance	CW100365	\$950,000.00	\$396,721.56	\$922,714.12	07/01/22	06/30/23	Human Care Agreement	Yes	Everlyne Home DC	Base Period	4	Local	Channon Adams
Case management incentive and benefits issuance	CW100401	\$95,000.00	\$736,794.67	\$511,148.03	07/01/22	06/30/23	Human Care Agreement	Yes	Wheeler Creek	Base Period	4	Local	Channon Adams
Case management incentive and benefits issuance	CW100390	\$950,000.00	\$294,772.00	\$924,298.08	07/01/22	06/30/23	Human Care Agreement	Yes	KC Community	Base Period	4	Local	Channon Adams
Case management incentive and benefits issuance	CW100393	\$950,000.00	\$995,891.00	\$375,156.36	07/01/22	06/30/23	Human Care Agreement	Yes	Metropolitan Educational Solutions	Base Period	4	Local	Channon Adams
Case management incentive and benefits issuance	CW100403	\$950,000.00	\$339,034.56	\$949,455.88	07/01/22	06/30/23	Human Care Agreement	Yes	Woodley House	Base Period	4	Local	Channon Adams
Emergency PEP-V Supplemental Housing	CW105204	\$963,900.00	No RK-Paid by P-Card	N/A	02/01/23	02/28/23	Emergency Contract	No	Hotel Arboretum	Base Period	0	Local	John Savage
Emergency PEP-V Supplemental Housing	CW105202	\$914,200.00	No RK-Paid by P-Card	N/A	02/01/23	02/28/23	Emergency Contract	No	Fairfield Inn	Base Period	0	Local	John Savage
Emergency PEP-V and ISAQ Supplemental Housing	CW105200	\$741,224.00	No RK-Paid by P-Card	N/A	02/01/23	02/28/23	Emergency Contract	No	Capitol Skyline Hotel	Base Period	0	Federal	Chiora Chatmon
Temporary Emergency Accommodations for Monkeypox Isolation	CW102397	\$331,548.00	No RK-Paid by P-Card	N/A	02/01/23	02/28/23	Emergency Contract	No	Hampton Inn	Base Period	0	Federal	Chiora Chatmon
Emergency Meals for ISAQ/PEP-V Sites	CW105332	\$950,000.00	NA	N/A	01/01/23	03/31/23	Emergency Contract	No	Pinkie's E.A.T. LLC	Base Period	0	Federal	Joseph C Mitchell, JR
Emergency Personal Laundry and Linen for Hotels	CW104764	\$560,000.00	No RK-Paid by P-Card	N/A	01/01/23	03/31/23	Emergency Contract	No	The Family Laundromat	Base Period	0	Federal	Chiora Chatmon
Emergency Temporary Staffing for Nursing Support	CW105310	\$300,000.00	N/A	N/A	01/01/23	03/31/23	Emergency Contract	No	Maxim Healthcare Staffing Services Inc.	Base Period	0	Federal	Tinee'Sha Lightfoot
Emergency Temporary Staffing Services-COVID Vaccine Services	CW104876	\$114,400.00	No RK-Paid by P-Card	No RK-Paid by P-Card	01/01/23	03/31/23	Emergency Contract	No	Business Management Associates, Inc.	Base Period	0	Federal	George Shepard
Emergency Medical Staff for Quarantine and Treatment Support	CW104106	\$990,000.00	No RK-Paid by P-Card	N/A	12/01/22	01/31/23	Emergency Contract	No	Unity Health Care	Base Period	0	Federal	Dena Hasan
Emergency Surveillance and Positive COVID Testing	CW105312	\$500,000.00	N/A	N/A	01/01/23	03/31/23	Emergency Contract	No	Unity Health Care	Base Period	0	Local	John Savage
Temporary staffing to support Isolation and Quarantine facilities	CW104943	\$869,826.60	No RK-Paid by P-Card	No RK-Paid by P-Card	01/01/23	01/31/23	Emergency Contract	No	Midtown Personnel, Inc.	Base Period	0	Federal	George Shepard
Temporary staffing to support Isolation and Quarantine facilities	CW104203	\$521,225.00	No RK-Paid by P-Card	No RK-Paid by P-Card	12/01/22	01/31/23	Emergency Contract	No	The Coles Group	Base Period	0	Federal	George Shepard
Public emergency PEP-V Case Management Services	CW104946	\$479,260.00	No RK-Paid by P-Card	N/A	01/01/23	03/31/23	Emergency Contract	No	Core DC	Base Period	0	Local	Chiora Chatmon
Emergency Cleaning and Disinfection for Isolation/Quarantine Facilities	CW104104	\$990,000.00	No RK-Paid by P-Card	N/A	12/01/22	01/31/23	Emergency Contract	No	If Kings Carpet Cleaning, LLC	Base Period	0	Federal	Chiora Chatmon
Emergency Cleaning and Disinfection for Isolation/Quarantine Facilities	CW104842	\$975,000.00	No RK-Paid by P-Card	N/A	01/01/23	03/01/23	Emergency Contract	No	Community Bridge, Inc. (CBI)	Base Period	0	Federal	Chiora Chatmon
Emergency Consultant for Individual Intervention for Leasing Up Clients at PEP-V Sites	CW105314	\$47,450.00	\$44,000.00	\$60,000.00	01/01/23	03/31/23	Emergency Contract	No	Jill Carmichael	Base Period	0	Local	George Shepard
Medical Transportation for PEP-V residents	BPA_FY2023DHSMedicalTransport.1	\$100,000.00	N/A	\$30,316.89	10/07/22	10/08/23	BPA	Yes	Battle's Transportation Services/Scheduled Medical Trans	Base Period	0	Local	Silvia Blocker
COVID-19/PEP-V Placement	CW102872	\$77,500.00	N/A	\$10,052.22	11/04/22	11/04/22	Emergency Contract	No	Battle's Transportation Services COVID-19/PEP-V Placem	Base Period	0	Federal	Silvia Blocker
COVID-19/PEP-V Placement	CW103641	\$790,400.00	N/A	N/A	11/07/22	11/06/23	Emergency Contract	No	Battle's Transportation Services COVID-19/PEP-V Placem	Base Period	4	Federal	Silvia Blocker
Migrant Transportation Services	CW102569	\$4,000,000.00	N/A	N/A	11/04/22	11/10/23	Emergency Contract	No	K&V Limo	Base Period	3	Federal	Silvia Blocker
Migrant Transportation Services	CW102569	\$500,000.00	N/A	N/A	10/03/22	10/04/22	Emergency Contract	No	K&V Limo	Base Period	0	Federal	Silvia Blocker
EMERGENCY- PEP-V Supplemental Housing	CW105584	\$963,900.00	No RK-Paid by P-Card	N/A	03/01/23	03/31/23	Emergency Contract	No	Hotel Arboretum	Base Period	0	Local	John Savage
Emergency PEP-V Supplemental Housing	CW105586	\$971,650.00	No RK-Paid by P-Card	N/A	03/01/23	03/31/23	Emergency Contract	No	Fairfield Inn	Base Period	0	Local	John Savage
Emergency PEP-V and ISAQ Supplemental Housing	CW105588	\$800,244.00	No RK-Paid by P-Card	N/A	03/01/23	03/31/23	Emergency Contract	No	Capitol Skyline	Base Period	0	Federal	Chiora Chatmon
Emergency Migrants Accommodations	CW101441	\$962,800	No RK-Paid by P-Card	N/A	7/29/2022	9/30/2022	Emergency Contract	No	TL Hospitality dba Days Inn Gateway	Base Period	0	Local/Federal	Tinee'Sha Lightfoot
Emergency Migrants Accommodations	CW101563	\$583,380	No RK-Paid by P-Card	N/A	7/3/2022	9/30/2022	Emergency Contract	No	Hampton Inn	Base Period	0	Local/Federal	Tinee'Sha Lightfoot
Emergency Migrants Accommodations	CW102369	\$306,978	No RK-Paid by P-Card	N/A	10/1/2022	10/31/2022	Emergency Contract	No	Hampton Inn	Base Period	0	Local/Federal	Tinee'Sha Lightfoot
Emergency Migrants Accommodations	CW102502	\$905,400	No RK-Paid by federal funds	N/A	11/1/2022	9/30/2023	Emergency Contract	No	TL Hospitality dba Days Inn Gateway	Base Period	1	Local/Federal	Tinee'Sha Lightfoot
Emergency Migrants Accommodations	CW102997	\$7,915,600	No RK-Paid by P-Card	N/A	11/1/2022	9/30/2023	Emergency Contract	No	TL Hospitality dba Days Inn Gateway	Base Period	1	Local/Federal	Tinee'Sha Lightfoot
Emergency Migrants Accommodations	CW102999	\$2,075,892	No RK-Paid by P-Card	N/A	11/1/2022	9/30/2023	Emergency Contract	No	Hampton Inn	Base Period	1	Local/Federal	Tinee'Sha Lightfoot
Emergency Migrants Case Management	CW101542	\$144,668.80	N/A	N/A	8/1/2022	9/30/2022	Emergency Contract	No	Catholic Charities	Base Period	No Option	Local/Federal	Channon Adams
Emergency Migrants Case Management	CW102365	\$138,499.20	N/A	N/A	10/1/2022	10/31/2022	Emergency Contract	No	Catholic Charities	Base Period	No Option	Local/Federal	Channon Adams
Emergency Migrants Case Management	CW102995	\$1,576,252.80	N/A	N/A	11/1/2022	9/30/2023	Emergency Contract	No	Catholic Charities	Base Period	1	Local/Federal	Channon Adams
Electronic Benefit Transfer (P-EBT)	CW101777	\$334,464	\$69,885.00	\$264,576.00	9/1/2022	8/31/2023	DCSS TO	Yes	Telecommunications Development Corp	Base Period	No Option	Federal	Shp Brent
IT Equipment - Dell Laptops and Active Pens	CW105012	\$121,092	N/A	N/A	1/30/2023	9/30/2023	DCSS TO	Yes	Advance Network Consulting	Base	No Option	Local	Tajuana Smith
BPR Workflow Management SaaS & Services	CW94766	\$3,016,686.00	\$636,000.00	\$624,960.00	10/1/2022	9/30/2023	Exempt from Competition	No	Change and Innovation Agency	Option Period 1	3	Local/Federal	David Slonard
BPR for Emergency Rental Assistance Program (ERAP)	CW96489	\$370,000.00	\$370,000.00	0	1/1/2022	9/30/2022	Emergency Contract	No	Change and Innovation Agency	Base Period	No Option	Federal	George Shepard

**DEPARTMENT OF HUMAN SERVICES DEFENSIVE LITIGATION
FY 2022-2023**

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
1	Gwendolyn Gilchrist-Peek v. DHS, (EEOC)	Discrimination	4/26/07	Senior AAG Frank McDougald	Open	\$0
2	Jane Does I through III v. D.C. C.A 01-2398 (HHK)	Lawsuit alleging unauthorized medical procedures on former MRDDA (now DDS) clients.	9/30/11	AAG Andrew Saindon	Open	\$0
3	Marsa Bullock v. DC Dept. of Human Services, Case No. 2013CA1430	Request for appointment of guardian for incapacitated family member.	3/12/13	AAG Tony Towns	Open	\$0
4	Media Maria Hinkle v. District of Columbia, et al., 2019 CA 007978 B	Lawsuit alleging negligence in an automobile accident involving a DHS employee driving a District-leased vehicle.	12/18/19	AAG John Bardo	Closed OAG reached a settlement with Plaintiff for \$8,000, which was executed on April 25, 2022.	\$8,000 paid through the OAG Settlement and Judgment Fund.
5	Shanel Proctor & Charla Braxton v. District of Columbia, et al.	Lawsuit alleging that the District unlawfully took Homeless Services Program customers' belongings during the breakdown of homeless encampment sites	4/3/18	AAG Fernando Amarillas	Open	\$0
6	Garnett, et al. v. Zeilinger,	Lawsuit alleging timely	8/29/17	AAG Graham	<u>On Appeal:</u> The matter	Settlement discussions

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	Civil Action No. 17-1757	failure to process SNAP applications and recertifications		Phillips (Office of the Solicitor General)	was dismissed on Summary Judgment on 9/9/2020 and Judge denied Plaintiffs' Motion for Reconsideration. The appeal is currently stayed while the parties explore settlement.	include a proposal of \$500,000 in attorney's fees.
7	Cynthia Mewborn v. Dallas Williams, 16-0737	Lawsuit alleging negligence in inspecting a permanent supportive housing unit	2/12/16	AAG Patricia Oxendine and AAG Alicia Cullen	Open	\$0
8	Jesse Wall v. Department of Human Services, Civil Action No. 2022 CA 001116 B	Lawsuit alleging that Plaintiff was physically assaulted and unlawfully detained by a DHS manager at a hotel that was serving as a DHS shelter.	7/20/22	AAG Laurielle Campbell	Open	\$0
9	Delores Fields v. D.C. Government – Department of Human Services, OHR No. 20-431-P(CN) & EEOC No. 10C-2020-00398	Charge of Discrimination brought in the Office of Human Rights alleging discrimination based on religion, personal appearance and failure to grant a	8/7/20	AGC Robert Warren	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
		reasonable accommodation under the Americans with Disabilities Act				
10	Donetta Byrd v. Metropolitan Police Department, 2015 CA 007860	Plaintiff alleges that she was unlawfully denied entry into DHS offices at 1207 Taylor Street, N.W.	10/14/15	AAG Aaron Finkhousen	Open	\$0
11	N.B by parent/next friend Michelle Peacock v. District of Columbia (10-1511) (RJL)	Plaintiffs allege that the District has a policy, pattern and practice of denying or substituting the prescription drugs of Medicaid recipients without the benefit of due process	9/8/10	AAG Matthew Blecher	The matter was remanded on appeal and the US District Court dismissed Plaintiffs federal and local statutory claims, but is allowing discovery on their due process challenge. Plaintiffs have approached the District regarding settlement.	\$0
12	United Spinal Assoc., <i>et al.</i> v. District of Columbia, <i>et al.</i> , No. 14-cv-1527 (D.D.C.)	Plaintiffs allege the District has failed to address the needs of persons with disabilities in	9/9/14	AAG Matthew Blecher	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
		planning for emergencies.				
13	Stardra Prothro White v. DC Government, Wilson Building, 2015 CA 003994 B	Lawsuit over denial of Food Stamp voucher and lack of homeless services	6/2/15	AAG Laura George	Open	\$0
14	Gia (Malco) Vela v. DC Department of Human Services, OHR No. 14-318-PA	Allegation of discrimination based on Gender Identity	6/5/14	AGC Robert Warren	Open	\$0
15	Tanya Blue v. District of Columbia, No. SC 2014SC3004 730	Plaintiff alleges that she was bitten by a tick while seated at her desk at the DHS Office on 2100 Martin Luther King, Jr. Avenue	12/30/14	AAG Dawne Daye	Open	\$0
16	Ira J. Bell v. Department of Human Services, 09-4168, 14-cv-658 (425985) (DC Court of Appeals)	An appeal of the Office of Employee Appeals finding that a DHS employee could be investigated for misconduct.	7/2/14	Solicitor General Caroline Van Zile	Open	\$0
17	Paul Harris v. District of Columbia, Case 15-0651 (446168) (Small Claims Case)	Negligence slip and fall case in which plaintiff alleges wet surface on stairs at a DHS building located at 3851 Alabama	3/3/15	AAG Darrell Chambers	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
		Avenue, SE, Washington, DC				
18	Kiana Robinson v. District of Columbia, 2021 CA 000304 B	Lawsuit alleging that Plaintiff slipped, fell and severely injured herself at a DHS Service Center	3/16/21	AAG Dawne Daye	Closed The matter was settled for \$7,000 on January 12, 2022	\$7,000
19	Neighbors for Responsive Government, et al. v. Council of the District of Columbia, et al. 2016 CA 006290 (D.C. Sup. Ct.)	Lawsuit filed by District residents for failing to give proper notice to the Advisory Neighborhood Commission 3C proper notice regarding placement of a 50-person homeless shelter	8/30/16	AAG Conrad Risher & AAG Amanda Monroe	Open	\$0
20	Citizens for Responsible Options, et al. v. Council of the District of Columbia, et al, Civil Case No. 2016 CA 007152 B (DC Sup. Ct.)	Action seeking declaratory relief for failure of the DC Council to give notice to Advisory Neighborhood Commission 5B regarding the placement of a homeless shelter	9/27/16	AAG Conrad Risher	Open	\$0
21	John I. Just Buddy, Personal Representative of the Estate of Lucille L. Just-Buddy,	Lawsuit alleging that the District illegally made estates of former Medicaid recipients	4/13/17	AAG Gregory Cumming	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	and Dionne Kingsbury as the Personal Representative of the Estate of Ronald Kingsbury, et al. v. Muriel Bowser, et al., Civil Action No. 1:17 cv 625 (JDB)	reimburse the District for Medicaid expenditures				
22	John E. Holmes, Adult Ward, by his Guardian, Patrick T. Hand v. Muriel Bowser and Laura Zeilinger, Civil Action No. 1:17-CV-71	Lawsuit alleging that the District violated Plaintiff's Constitutional rights by not processing and granting his application for D.C. Medicaid benefits	1/25/17	AAG Toni Jackson, AAG Amanda Montee, AAG Michelle Fuller and AAG Ty Johnson	Open	\$0
23	Loretta Hillware v. Department of Human Services, Civil Action No. 17-0444	Lawsuit alleging employment discrimination	1/30/17	AAG Christina Okerere	Open	\$0
24	JBG/33 N Street, LLC c/o The JBG Companies v. District of Columbia, et al. , Case No. 12-LTB-2470	Landlord Tenant Lawsuit for non-payment of rent	2/2/15	AAG Nancy Alper, AAG David Fisher & AAG William Burk	Open	\$0
25	Brittani Mason v. District of Columbia,	Plaintiff is seeking damages for a slip and fall at	7/12/18	AAG Pegah Ebrahimi Eftekhari	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	2018 CA 004236	the DHS Service Center on 2100 Martin Luther King, Jr. Avenue, S.E.				
26	Lorraine Joiner v. Nancy Berryhill, et al., Case No. 1:17-cv-02476-ABJ	Denial of Social Security Benefits and Medicare Insurance	3/20/18	AAG Portia Roundtree	Open	\$0
27	Blair White, et al. v. D.C. Department of Human Services, et al., CA 2018 4986	Lawsuit alleging negligence on the part of DHS and the Community for Creative Non-Violence	8/6/18	AAG Patricia Oxendine	Open	\$0
28	Cedric Keith Jones v. D.C., CA 2018 2046	Allegations of theft, kidnapping, forgery, fraud and extortion	4/9/18	AAG Patricia Oxendine	Open	\$0
29	Delores Junious v. D.C. Department of Human Services, OEA Matter No. 1601-0015-18	Employee Petition for Appeal before the Office of Employee Appeals for 30-day suspension	11/19/17	AAG Rahsaan Dickerson	Open (OEA ruled in favor of DHS and upheld Ms. Junious' 30-day suspension on June 17, 2021. On July 26, 2021, Ms. Junious filed a Petition for Review of Agency Decision with OEA. OEA issued an order denying Ms. Junious' Petition for	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
					Review on June 23, 2022. Ms. Junious filed a Notice of Appeal with the D.C. Superior Court on July 25, 2022).	
30	Delores Junious v. D.C. Department of Human Services , OEA Matter No. 1601-0048-18	Employee Petition for Appeal before the Office of Employee Appeals for termination	5/8/18	AAG Rahsaan Dickerson	Open (OEA ruled in favor of DHS and upheld Ms. Junious' termination on June 17, 2021. On July 26, 2021, Ms. Junious filed a Petition for Review of Agency Decision with OEA. OEA issued an order denying Ms. Junious' Petition for Review on June 23, 2022. Ms. Junious filed a Notice of Appeal with the D.C. Superior Court on July 25, 2022.	\$0
31	Richard Eldridge, et al. v. D.C. Department of Human Services and D.C.	Administrative appeal seeking to require the District to use post-eligibility treatment of income	6/15/18	Deputy SG Caroline Van Zile	Closed Affirmed and dismissed by Court of Appeals 4/8/21.	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	Department of Health Care Finance, DC Court of Appeals No. 18-AA-664	Medicaid rules when determining income eligibility for the EPD Waiver program at recertification				
32	Tymica Jones v. D.C. Department of Human Services, DC Court of Appeals No. 17-AA-0820	Administrative appeal challenging OAH's authority to compel the Mayor to change District policies under the District's Public Assistance Act	3/16/18 (date record transmitted from OAH to Court of Appeals)	Senior AAG Richard S. Love	Open (D.C. Court of Appeals reversed the OAH decision and remanded the case to OAH 12/12/22).	\$0
33	Ebony Coe v. D.C. Department of Human Services, DC Court of Appeals No. 17-AA-590	Administrative appeal challenging OAH's authority to compel the Mayor to change District policies under the District's Public Assistance Act	6/6/2017	Senior AAG Richard S. Love	Closed (D.C. Court of Appeals reversed the OAH decision and remanded the case to OAH 9/1/22; case dismissed by OAH on agreement of the parties 11/9/22).	\$0
34	Joyelle Johnson v. D.C, Civil Action No. 2017 CA 008297	Allegations of abuse and retaliation by an Adult Protective Services Social Worker	1/31/18	AAG Safie DaCosta Soares	Open	\$0
35	Judy Bemah v. Department of Human Services, DC	Administrative appeal challenging denial of SNAP under-	7/7/17	AAG Stacy Anderson	Closed (Court of Appeals Reversed and	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	Court of Appeals No. 17-AA-0731	issuance reimbursement request			Remanded on 9/11/20).	
36	Veronica Raynor, et al. v. District of Columbia, et al, Case No.: 1:14-cv-00750 RC	Lawsuit alleging that the District failed to provide timely or appropriate medical care	4/29/14	AAG Alex Karpinski and AAG Benjamin Bryant	Open	\$0
37	Constantine Peter Beler v. District of Columbia, et al., Case No.: 1:19-cv-00071	Lawsuit alleging that the District (Adult Protective Services) unlawfully froze Plaintiff's bank accounts under the District's Criminal Abuse, Neglect and Financial Exploitation of Vulnerable Adults and the Elderly Act (D.C. Official Code §§ 22-933.01 and 22-937)	1/16/19	AAG Gregory Cumming	Open	\$0
38	Tiana Arrington v. Department of Human Services, <i>et al.</i> , Case No. CA 2021-0487	Lawsuit alleging that Plaintiff and her children were deprived of adequate food, toiletries and security when placed in a hotel by the DHS Rapid Re-Housing Program	2/24/21	AAG Adam Daniel & AAG Jim Wiley	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
39	Appeal of: Life Deeds, Inc. Under Contract CW63185 and CW47368, CAB No. D-1546	Appeal before the District's Contract Appeal Board of termination of a contract for default	3/11/19	AAG Rebecca Barnes and AAG Brett Baer	Open	\$0
40	Lawann White v. Steven Weinberg, et al., Case No. 2019 CA 004162 B	Lawsuit alleging that DHS (Adult Protective Services) abducted and detained Plaintiff's grandmother	6/25/19	AAG Stephanie Litos	Open	\$0
41	Angelene Hardaway, et al. v. DC Department of Human Services, Civil Action No. 1:19-cv-02142-UNA	Lawsuit alleging abuse of and discrimination against a disabled DHS customer at an ESA Service Center	8/2/19	AAG John Christie	Open	\$0
42	Bernette Makuson v. District of Columbia Government – DHS, OHR No. 19-361-DC (CN) and EEOC No. 10C-2019-00366	OHR matter alleging age discrimination	5/22/19	AGC Robert Warren	Open	\$0
43	Marion Gibbs v. District of Columbia Government – DHS, OHR No. 19-174-DC (CN) and EEOC No.	OHR matter alleging discrimination based on gender and sexual orientation	12/11/18	AGC Meghan Cleary and AGC Robert Warren	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	10C-2019-00151					
44	Shanel Proctor, et al. v. District of Columbia, Civil Case No.: 1:18-cv-00701 (Second Amended Complaint for Injunctive and Declaratory Relief and Damages)	This amended complaint to the original lawsuit challenging the Constitutionality of the District's Encampment Protocol cites to an interview by a DHS to BBC regarding the homeless encampment issue	5/10/19	AAG Mateya Kelley, AAG Scott Kennedy and AAG Robert Rich	Open	\$0
45	Ebony Brown v. BREM Enterprises, LLC, et al., OHR Docket No. 22-255 H(CN) & EEOC/HU D No. 03-22-1730-8	Charge of Discrimination filed in OHR by a DHS Permanent Supportive Housing customer alleging discrimination under the Fair Housing Amendments Act of 1988.	7/14/22	AGC Robert Warren	Open (The Parties reached a tentative settlement in mediation. On 12/17/2022 Complainant informed the OHR Mediator that she did not want to execute the proposed Settlement Agreement. The matter will proceed to the investigation stage).	\$0
46	TreShawn Jones v. DC Government – Department of Human	Charge of Discrimination filed in OHR alleging discrimination by DHS	5/27/21	AGC Robert Warren	Open (The Parties have reached a tentative Settlement Agreement in	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
	Services, OHR No. 21-258 DC (DCFMLA)	against Complainant in her use of leave in accordance with the D.C. Family and Medical Leave Act			which DHS has agreed to restore seven hours of leave to Complainant and increase her performance ratings from FY2019 and FY2020).	
47	Marissa L. Miller v. District of Columbia – DHS, OHR No. 21-163 DC(CN)	Charge of Discrimination filed in OHR by a DHS contract employee alleging a hostile work environment on the basis of sex, sexual orientation and gender identity.	4/15/21	AGC Meghan Robins and AGC Robert Warren	Closed OHR issued an Order for Administrative Dismissal without prejudice on 9/28/22. Complainant submitted a written request to withdraw her Charge.	\$0
48	Jacqueline Jones v. Community Hope, Appeal No. 20-AA-766	Appeal by a Homeless Services Program who was denied a three-month extension of her termination in a family shelter	12/30/20	AAG Megan Browder (OAG Office of the Solicitor General)	Open	\$0
49	Eva Mae Givens v. Muriel Bowser, <i>et. al</i> , Civil Action No. 20-cv-00307-EGS	The lawsuit is against OAH, DHCF and DHS alleging a class-wide failure to consider pre-existing medical expenses accurately	AAG Conrad Risher & AAG Honey Morton	2/11/20	Open	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
		when calculating patient pay for Long Term Care and failure to provide a timely Fair Hearing at OAH.				
50	Charles Barbour Jr. v DHS, OEA 1601-0030-21	Office of Employee Appeals Petition for Appeal by a terminated DHS employee alleging he was not properly terminated after exhausting all leave and failing to return to work	May 21, 2021	AGC Meghan Robins	Closed OEA dismissed the Complainant's Petition with Prejudice on July 27, 2022.	\$0
51	David Hall Crum v. District of Columbia, Case No. 2022 CA 001135 B	Lawsuit alleging that DHS maliciously terminated Plaintiff's SNAP benefits.	3/17/22	AAG Nicole Marimon	Open (The Court dismissed Plaintiff's lawsuit on June 17, 2022 based on his failure to provide notice of his claims before commencing the action. On June 23, 2022, Plaintiff filed a notice of appeal which will be handled by the Office of	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
					the Solicitor General).	
52	Sava Senior Care v. D.C. Department of Healthcare Finance, et al., D.C. Court of Appeals No. 21-AA-767	Long term care provider sought payment for decedent's care from DC Medicaid through OAH. Issue on appeal was standing of the provider.	11/3/21	Deputy Solicitor General, Thai-Lyn Trayer	Closed Parties settled the case. D.C. Court of Appeals dismissed the case on 8/2/22.	(OAG Settlements and Judgments Fund) \$51,000.00
53	Patrick Belizaire v. DC Department of Human Services, OHR No. 18-259-DC (CN)	Complainant filed a Charge of Discrimination in OHR alleging sexual harassment and retaliation	4/4/18	AGC Robert Warren	Open (On 7/25/22, OHR found no probable cause for Complainant's allegation of retaliation but did find probable cause for his allegation of sexual harassment. This matter has been forwarded to the DC Human Rights Commission for a hearing. The Parties were unable to reach a settlement during a conciliation session. A status conference will be held before ALJ on 2/28/2023).	\$0

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
54	Vernell Holiday v. District of Columbia and Security Assistance Management Civil Action No. 2021 CA 002766 B	Lawsuit alleging that Plaintiff was assaulted by security personnel at the DHS 645 H Street Service Center.	8/05/21	AAG Laurielle Campbell	Open	\$0
55.	Tammy Jo Scriven v. District of Columbia, Civil Action No. 1:22-cv-01588-TJK	Lawsuit by former DHS employee alleging wrongful termination	7/18/22	AAG Lori Jackson and AAG Ryan Martini	Open	\$0
56.	Nakia Poindexter v. District of Columbia Government – Department of Human Services OHR Nos. 22-322 & 22-323/EEOC Nos. 10C-2022-00329 & 10C-2022-00330	Charges of Discrimination filed in OHR by DHS employee claiming failure to provide reasonable accommodation under the Americans with Disabilities Act and retaliation for exercising the Complainant’s right to take leave under the D.C. Family and Medical Leave Act.	8/31/22	AGC Robert Warren	Open (Parties executed a Settlement Agreement on 2/1/2023).	\$33,335.31

Agency Name
Department of
Human
Services
("DHS")

Annual Freedom of Information Act Report for Fiscal Year 2022
October 1, 2021 through September 30, 2022

FOIA Officer Reporting; Robert C. Warren, Jr.

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period.....	82
2. Number of FOIA requests pending on October 1, 2021.....	7
3. Number of FOIA requests pending on September 30, 2022.....	7
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2022.....	10

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....	47
6. Number of requests granted, in part, denied, in part.....	13
7. Number of requests denied, in whole.....	16
8. Number of requests withdrawn.....	1
9. Number of requests referred or forwarded to other public bodies.....	5
10. Other disposition	0

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....	0
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....	15
13. Exemption 3 - D.C. Official Code § 2-534(a)(3).....	0 for all Subcategories for § 2-534(a)(3)
Subcategory (A).....	
Subcategory (B).....	
Subcategory (C)	
Subcategory (D)	
Subcategory (E)	
Subcategory (F)	
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)	14
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....	0

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)	
Subcategory (A).....	15
Subcategory (B).....	0
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....	0
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....	0
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....	0
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....	0
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....	0
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....	0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	61
24. Number of FOIA requests processed between 16 and 25 days.....	14
25. Number of FOIA requests processed in 26 days or more.....	7
26. Median number of days to process FOIA Requests.....	17

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests.....	902
28. Total dollar amount expended by public body for processing FOIA requests.....	\$145,276.12

FEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....	\$0
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PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act.....	0
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QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].” Summary: The significant increase in FOIA requests to DHS from FY21 resulted from a DHS customer who filed 16 of the same FOIA request, looking for personal information on other DHS customers. Under the Exemptions section, many of DHS’ exemptions fall under § 2-534(a)(2), the personal privacy exemption, and § 2-534(a)(6)(A), the statutory exemption. For DHS personal privacy usually is connected to the confidentiality provisions of the Homeless Services Reform Act of 2005, as amended. That is why the numbers are duplicative for these two exemptions. As seems to be the case annually, DHS’ response times are skewed by four large FOIA requests, one of which required the review of over 14,000 emails for privilege. Additionally, for FOIA requests related to the Homeless Services Program, DHS has a three-level review process to ensure DHS customers’ personal information is protected. Lastly, because most FOIA requests submitted to DHS are from indigent

individuals or requesters who operate in the public interest, such as homeless or public assistance advocacy groups, DHS usually waives its FOIA processing fees.



District of Columbia
Office of the State Superintendent of Education

PRESCHOOL DEVELOPMENT GRANT, BIRTH THROUGH FIVE

NEEDS ASSESSMENT
2019

ACKNOWLEDGEMENTS

This publication was made possible by the Preschool Development Grant, Birth through Five (PDG B-5) Initiative, Grant Number 90TP0045 from the Office of Child Care, Administration for Children and Families, US Department of Health and Human Services.

Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Child Care, the Administration for Children and Families or the US Department of Health and Human Services.

Additionally, the Government of the District of Columbia would like to acknowledge and thank the families, District agency partners, community-based organizations, advocates, early childhood educators and administrators who shared their experiences, expertise and perspectives.

TABLE OF CONTENTS

ACKNOWLEDGEMENTS	2
INTRODUCTION	4
BACKGROUND	4
METHODOLOGY	5
DOMAINS	6
DOMAIN 1 FINDINGS	7
DOMAIN 2 FINDINGS	9
DOMAIN 3 FINDINGS	13
DOMAIN 4 FINDINGS	15
DOMAIN 5 FINDINGS	20
DOMAIN 6 FINDINGS	22
DOMAIN 7 FINDINGS	23
DOMAIN 8 FINDINGS	25
DOMAIN 9 FINDINGS	28
DOMAIN 10 FINDINGS	30
DOMAIN 11 FINDINGS	33
CONCLUSION	35
APPENDIX	36
Appendix A: Sources that Informed the Needs Assessment	36
Appendix B: District Initiatives to Ensure that High-Quality Care is Available to Vulnerable or Underserved Children	38

INTRODUCTION

Background

In December 2018, the Office of the State Superintendent of Education (OSSE), on behalf of the District of Columbia (the District), was awarded a \$10.6 million federal Preschool Development Grant, Birth through Five (PDG B-5). Through PDG B-5 funding, the District is developing an initiative to enhance communication and collaboration across the early childhood mixed-delivery system, including early care and education (ECE), health, mental health, social services and early intervention programs and services which support families with young children from birth through age 5 (B-5). OSSE is collaborating with key stakeholders including families, other District agencies and private and philanthropic organizations to improve the District's early childhood system based on needs identified through an extensive needs assessment process and careful strategic planning process.

High-quality ECE experiences lead to increased educational attainment, better health and higher earnings later in life.^{1,2,3} Improving access to quality health, development and education experiences is critical, particularly for children identified as vulnerable and underserved.^{4,5} The District has built and sustains a B-5 mixed-delivery system.⁶ Notably, the District is top in the nation for overall preschool access with 72 percent of 3-year-olds and 86 percent of 4-year-olds enrolled in publicly funded programs in the 2017-18 school year.⁷ In addition, the District is among the first in the nation to raise minimum education requirements for directors, teachers, assistant teachers, home caregivers, expanded home caregivers and associate home caregivers in the early childhood workforce.

Furthermore, strides have been made to increase data-sharing and collaboration between agencies as evidenced through data-sharing agreements, memorandums of agreement (MOA) and coordinating bodies such as the State Early Childhood Development Coordinating Council (SECDCC) and its committees, Thrive by Five DC and the Thrive by Five Coordinating Council which was launched in February 2019. While success is evident, the District recognizes there is more work needed to improve access and awareness for all B-5 families. The District is leveraging the existing collaborative bodies and data gathered through the needs assessment process to further expand parent choice and enhance parents' knowledge of and engagement in their child's development in order to improve outcomes for families and young children.

The needs assessment research was conducted as part of PDG B-5 and completed in 2019. Therefore, the research does not incorporate nor address questions, feedback and specific needs related to the coronavirus (COVID-19) nor recovery efforts.

¹ Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps*, 2018.

² Andres S. Bustamante, Kathy Hirsh-Pasek, Deborah Lowe Vandell, and Roberta Michnick Golinkoff. *Realizing the promise of high-quality early childhood education* Brookings Institution, 2017.

³ ZERO TO THREE, *America's Future Depends on Quality Childcare*, 2019.

⁴ Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia. Using Data to Identify Critical Gaps*, 2018.

⁵ ZERO TO THREE, *Infant-Toddler Child Care Fact Sheet*, 2017.

⁶ According to the Every Student Succeeds Act passed by the 114th Congress, "the term 'mixed-delivery system,' as defined by the Every Student Succeeds Act (ESSA), Pub. L. 114-95, Section 9212(b)(5), means a system of early childhood care and education services that are delivered through a combination of programs, providers, and settings, such as Head Start, licensed family and center-based child care programs, public schools, and other community-based organizations, that is supported by a combination of public and private funds." See 114th Congress Public Law 95, U.S. Government Publishing Office, <https://www.congress.gov/114/plaws/publ95/PLAW-114publ95.htm>.

⁷ Office of the State Superintendent of Education, *Fiscal Year 2018 Pre-K Report*, 2018.

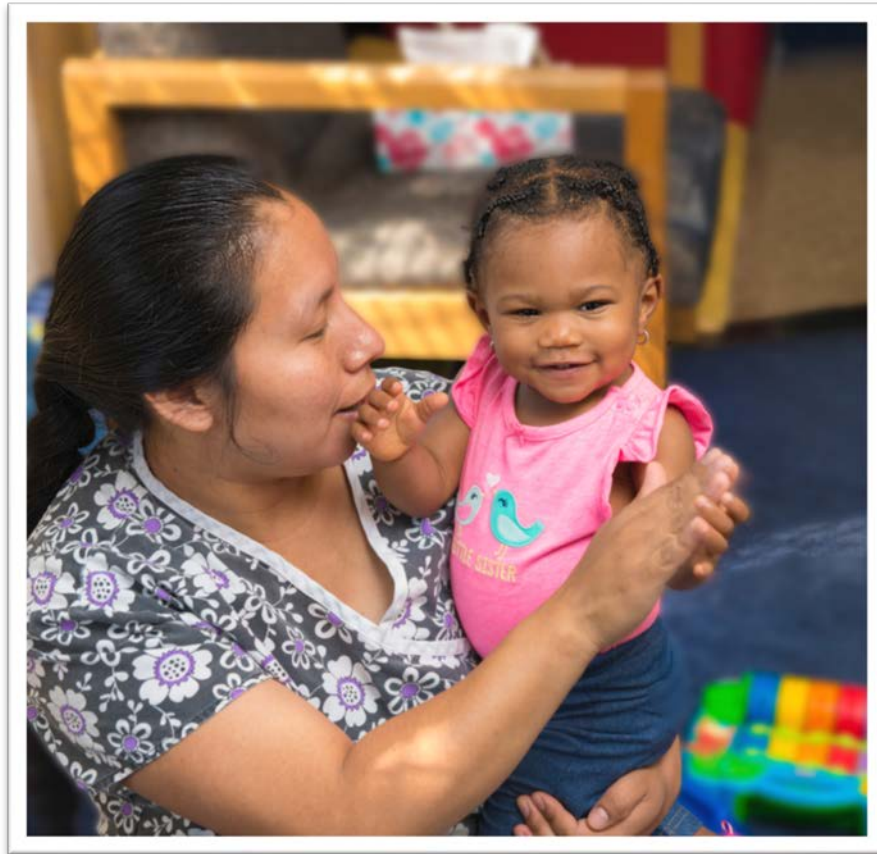
METHODOLOGY

The needs assessment report draws on data from qualitative and quantitative sources that provide insights into the needs of District children ages B-5, their families and communities and initiatives across the early childhood system.

This needs assessment report is based on eight District of Columbia resources:

1. Review of 20 existing needs assessment reports;
2. Analysis of administrative data and demographic data from national and District databases;
3. Input from 32 family listening sessions;
4. Feedback from 23 professional focus groups;
5. Comments from 21 key informant interviews;
6. Responses from 2,099 family survey participants;
7. A pilot demonstration project report; and
8. Recent state and national reports on ECE.

A detailed description of each resource is found in Appendix A. Combined, these sources provide a refined examination of the District's strengths and areas of growth for the B-5 mixed-delivery system.



DOMAINS

The following content is organized by each of the 11 domains identified by the Office of Child Care, Administration for Children and Families, US Department of Health and Human Services in the PDG B-5 needs assessment guidance.⁸ Information for the needs assessment was directed by the guiding questions selected from each domain.

The first three domains establish background information, including definitions of terms and target populations. Each remaining domain focuses on how the District can continue to build on programs and services to effectively coordinate across the early childhood mixed-delivery system to provide high-quality care for all children B-5 and families.

⁸ Early Childhood Training and Technical Assistance Program, *PDG B-5 Needs Assessment Guidance*, 2018.

DOMAIN 1 FINDINGS

Definition of Terms

GUIDING QUESTION: What is the District’s definition of quality ECE for this grant?

Finding 1A. The District defines quality ECE as programs serving children B-5 which meet the basic health and safety standards as defined by established child care licensing requirements and achieve quality or high-quality designations. Quality and high-quality programs must demonstrate evidence of providing a nurturing environment with supportive interactions (e.g., scheduling that meets children’s needs, warm and positive interactions) that promote children’s cognitive, physical and social and emotional development as evidenced by program performance on their respective rating systems. The District measures and communicates the quality of ECE programs through a number of systems and designations, including: Capital Quality, the District’s Quality Rating and Improvement System (QRIS) (<https://osse.dc.gov/page/capital-quality-qr>); the Pre-K Enhancement and Expansion Funding Program (PKEEP) high-quality designation for community-based organizations (CBOs) (<https://osse.dc.gov/publication/fy-2020-21-pre-k-enhancement-and-expansion-funding-high-quality-designation-application>); the Classroom Assessment Scoring System (CLASS) for pre-kindergarten (pre-K) programs in District of Columbia Public Schools (DCPS), public charter schools and CBOs (PKEEP and non-PKEEP) (<https://osse.dc.gov/page/program-quality-evaluation-and-assessment-class-pre-k>); and the DC School Report Card (<https://osse.dc.gov/dcschoolreportcard>) used as part of the School Transparency and Reporting (STAR) Framework (<https://osse.dc.gov/page/dc-school-report-card-resource-library>) for DCPS and public charter schools. Quality in home visiting is articulated as fidelity to evidence-based models as defined by the Maternal, Infant and Early Childhood Home Visiting (MIECHV) program (<https://dchealth.dc.gov/perinatal>).

GUIDING QUESTION: What is the definition of vulnerable or underserved for this grant?

Finding 1B. The District defines vulnerable children as those who are in one or more of the following four categories:

- Children who have identified special needs and/or developmental delays;
- Children who have ever been in foster care or are in families with young children who are involved with the Child and Family Services Agency (CFSA);
- Children who have experienced homelessness; or
- Children who are in families with very low incomes (i.e., 250 percent of the federal poverty level), including children in families who receive support through the Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF).

The District defines underserved as children living in high-poverty communities with disparate access to quality early childhood care and education programs.

GUIDING QUESTION: What is the definition of early childhood care and education availability for this grant?

Finding 1C. The District defines availability of ECE programs as the number of available program slots based on licensed facility capacity for children birth to age 3. For children ages 3 through 5, availability is the combined capacity of licensed child development facilities and available slots in DCPS and public charter schools. For early childhood home visiting, where home visitors are providing services and support for families and children in their homes, the District defines availability in two ways: number of slots to serve families, and number of full-time employees to carry the caseloads.

DOMAIN 2 FINDINGS

Focal Populations for the Grant

GUIDING QUESTION: Who are the vulnerable or underserved children in the District?

Finding 2A. Children who are vulnerable or underserved are highly concentrated in wards 7 and 8.^{9,10}

On average, 45 percent of families in wards 7 and 8 with children age 18 or younger live at or below the federal poverty level at 40.90 and 48.50 percent, respectively.¹¹ Wards 2 and 3 have the lowest proportion of families with children ages 18 and younger living below the federal poverty level at 4.60 and 2.90 percent, respectively.¹²

CHARACTERISTICS OF FAMILIES WITH YOUNG CHILDREN IN THE DISTRICT OF COLUMBIA

Young children are the fastest-growing population in the District, with more than 45,000 children under the age of 5. Of these, there are 28,203 children ages birth to 3 and approximately 16,832 3- and 4-year-old children.¹³

- 5,012 (11 percent) of children 5 and younger are in families receiving TANF support;¹⁴
- 1,168 (2.60 percent) of children 5 and younger have recently experienced homelessness;¹⁵
- 1,323 (3 percent) of children 5 and younger have a documented disability or developmental delay;¹⁶ and
- 177 (0.30 percent) of children 5 and younger are involved with CFSA.¹⁷

The distribution of young children across the District is not uniform. Approximately half of the District's young children are concentrated in wards 4, 5, 7 and 8. Ward 2 has the lowest concentration of young children.¹⁸

FAMILIES WITH YOUNG CHILDREN AND VERY LOW INCOMES

Since 2011, the District's proportion of children age 18 and younger living in families with income below the federal poverty level decreased 4 percent, from 30 percent in 2011 to 26 percent in 2017.¹⁹ The District's proportion of children age 18 and younger living in families with income less than 250 percent of the federal poverty level decreased 5 percent, from 53 percent in 2011 to 48 percent in 2017.²⁰

In 2017, of more than 45,000 children in the District, there were 5,012 families with children ages B-5 with very low incomes and receiving TANF support.²¹ Sixty-eight percent of these B-5 families had children ages B-2, indicating families with children ages B-2 are much more likely to receive TANF support than families with children ages 3 to 5. From 2016 to 2017, nearly 500 more families enrolled in

⁹ Kids Count Data Center and Annie E. Casey Foundation, *Children in Poverty by Age Group in District of Columbia*, 2017, p. 21.

¹⁰ *Ibid.*, p. 21.

¹¹ *Ibid.*, p. 56.

¹² Kids Count Data Center, *Annie E. Casey Foundation, Children below 250 percent poverty in District of Columbia*, 2016.

¹³ U.S. Census Bureau, *ACS 5-Year Survey*, 2017.

¹⁴ DC Department of Human Services, Economic Security Administration.

¹⁵ Metropolitan Washington Council of Governments.

¹⁶ District of Columbia Office of the State Superintendent of Education, 2017.

¹⁷ DC Child and Family Services Agency.

¹⁸ Kids Count Data Center, *Annie E. Casey Foundation, Children below 250 percent poverty in District of Columbia*, 2016.

¹⁹ Kids Count Data Center, *Annie E. Casey Foundation, Children in Poverty by Age Group in the District of Columbia*, 2016.

²⁰ Kids Count Data Center, *Annie E. Casey Foundation, Children below 250 percent poverty in District of Columbia*, 2016.

²¹ District of Columbia Office of the State Superintendent of Education, 2017.

TANF, and of those, more than 80 percent of the new enrollees with young children were located in wards 7 and 8, suggesting concentration of families with low income to a limited geography.²²

FAMILIES WHO HAVE EXPERIENCED HOMELESSNESS

According to the Kids Count Data Center, in 2017, 2,281 children in families were experiencing homelessness or were without a stable address. In 2017, 1,358 families received rapid re-housing support and in 2018, 1,434 families received rapid re-housing support. Families who experience homelessness tend to have younger children. Nearly two-thirds of families who experienced homelessness had children B-3. Nearly 60 percent of the families who experienced homelessness are concentrated within wards 7 and 8.²³

FAMILIES WITH YOUNG CHILDREN WHO HAVE DISABILITIES

The Individuals with Disabilities Education Act of 2004 (IDEA) sets standards and requirements for the provision of services to infants, toddlers and children who have disabilities from birth through age 21. There are several sections to the law: Part B focuses on ages 3 through 21, including Section 619 for ages 3 through 5, while Part C focuses on birth through age 2. Children B-3 requiring specialized education services or related services may be eligible for an individualized family service plan (IFSP) or, for children older than 3, an individualized education program (IEP). Children requiring services may be classified as having a disability/disabilities or having a developmental delay. A child with a developmental delay is classified as presenting with a 25 percent or more delay in at least one of the developmental domains.

As of the last federal report for December 2017 to December 2018, 1,906 children in the District received services under IDEA Part C (B-2) and 1,759 received services under Part B (age 3-5).²⁴

FAMILIES WITH CHILDREN IN THE FOSTER CARE SYSTEM/CFSA

In 2017, there were 177 families with children ages B-5 who were working with CFSA. This is a net decrease in cases of about 16 percent from the prior year. More than 70 percent of the cases reported were for children ages B-2.

More than half of CFSA cases are localized to wards 7 and 8. Forty percent of the total CFSA caseloads are for families who were identified as receiving TANF support and 20 percent have children with a documented delay or disability. CFSA is creating a local task force in wards 7 and 8 to support the needs of this region.²⁵

INCOME DISPARITIES

The annual incomes of families with children in the District reveal major disparities by ward. The average income of families with children in the District varies from \$24,000 in some wards to more than \$200,000 in others.²⁶ Ward 8 has the highest concentration of children B-5, with 8,061 children, followed by wards 4, 5 and 7.²⁷ Ward 8, however, has the lowest median annual income at \$24,749 for families with children ages B-17.^{28,29} Wards 4, 5 and 7 report average median incomes of \$101,869,

²² DC Department of Human Services Economic Security Administration, 2017.

²³ District of Columbia Government Child and Family Services Agency, *FY2020 Needs Assessment and Resource Development Plan*, 2018.

²⁴ U.S. Department of Education, *40th Annual Report to Congress on the Implementation of the Individuals with Disabilities Education Act*, 2018.

²⁵ District of Columbia Government Child and Family Services Agency, *FY2020 Needs Assessment and Resource Development Plan*, 2018.

²⁶ Kids Count Data Center, *Annie E. Casey Foundation, Median Income of Families with Children by Ward*, 2016.

²⁷ Kids Count Data Center, *Annie E. Casey Foundation, Population by Age Group by Ward: Under 5*, 2016.

²⁸ *Ibid*, <https://datacenter.kidscount.org/data/tables/6747-population-by-age-group-by-ward#detailed/21/1852-1859/false/870,573,869,36,868,867,133,38,11/3933,214,838,123/13833>.

²⁹ *Ibid*, <https://datacenter.kidscount.org/data/tables/6747-population-by-age-group-by-ward#detailed/21/1852-1859/false/870,573,869,36,868,867,133,38,11/3933,214,838,123/13833>.

\$70,336 and \$31,130, respectively.³⁰ In contrast, Ward 2, which has the lowest concentration of children B-5 at 2,309 children, reports a median family income of \$182,019.³¹ The median income of families with children ages B-17 in Ward 2 increased from \$47,000 in 2000 to more than \$182,000 as of 2016, while the median family income in wards 7 and 8 remained relatively unchanged.³²

RACIAL AND ETHNIC DIVERSITY IN THE DISTRICT

One quarter of the District's residents speak a language other than English. The District supports and provides interpretation and translation services for multiple languages including but not limited to Amharic, Chinese, French, Korean, Spanish and Vietnamese.

In addition to linguistic diversity, there is also significant ethnic and racial diversity. The largest racial and ethnic groups within the District include white, African-American and Hispanic populations and the most populous races and ethnicities are not evenly distributed across the city.³³ There are significantly higher proportions of African-Americans in wards 7 and 8. White residents are most concentrated in the Northwest regions of the District, with wards 2 and 3 reporting 65 percent white residents in contrast with only 5 percent in wards 7 and 8.³⁴ Broadly, the trend over time is an increase of white residents in wards 2 and 4. The African-American population in Ward 4 remained mostly consistent from 2011 through 2016, while the population of African-Americans decreased in Ward 2 and increased in wards 7 and 8 from 2011 to 2016.³⁵ In contrast, the Hispanic populations are concentrated in the north of the District. Wards 1 and 4 are approximately 35 percent Hispanic, while neighboring areas are approximately 20 percent Hispanic.³⁶

To provide equity of opportunity to the District's youngest citizens, highly targeted efforts in wards 7 and 8 will be required.

GUIDING QUESTION: What are the strengths and weaknesses of the data available on this population?

Finding 2B. The District does not currently have a unique identifier for children. Agencies collect and store various data, but children and adults are not uniquely identified across all existing datasets. Unique child identifiers allow agencies to connect information across programs. Having unique identifiers allows for improved service of children, efficiency of delivering outcomes, the deduplication of participants and more accurate monitoring and reporting.

Programs, services and benefits should be localized and differentiated based on community needs. While wards provide good broad-based identification of trends, it is recommended that District agencies and other organizations use both ward and neighborhood cluster data to inform their decisions. Several localized studies have identified pockets of relative need within wards at the neighborhood cluster level.^{37,38,39}

³⁰ Kids Count Data Center, *Annie E. Casey Foundation, Median Income of Families with Children by Ward*, 2016.

³¹ *Ibid*, <https://datacenter.kidscount.org/data/map/6749-medianincome-of-families-with-children-by-ward#21/any/true/true/870/any/>

³² Kids Count Data Center, *Annie E. Casey Foundation, Median Income of Families with Children by Ward*, 2016.

³³ Kids Count Data Center, *Annie E. Casey Foundation, Race/Ethnicity of Total Population by Ward in District of Columbia*, 2016.

³⁴ Kids Count Data Center, *Annie E. Casey Foundation, Race/Ethnicity of Total Population by Ward in District of Columbia*, 2016.

³⁵ *Ibid*, <https://datacenter.kidscount.org/data/tables/8875-race-ethnicity-of-total-population-by-ward#detailed/21/1852-1859/false/870,573,869,36,868,867,133,11/3498,2161,2159,2157,2663,3499,3307,2160|381/17763,17764>.

³⁶ Kids Count Data Center, *Annie E. Casey Foundation, Race/Ethnicity of Total Population by Ward in District of Columbia*, 2016.

³⁷ District of Columbia Government Child and Family Services Agency, *FY2020 Needs Assessment and Resource Development Plan*, 2018.

³⁸ DC Policy Center, *Needs Assessment of Out-of-School Time Programs in the District of Columbia*, October 2017.

³⁹ Georgetown University Center for Child and Human Development, *Maternal, Infant and Early Childhood Home Visiting Phase I Needs Assessment*, September 2016.

GUIDING QUESTION: Are there any initiatives underway to improve these data?

Finding 2C. The District has three major initiatives underway to improve the utility and the connectivity of datasets. These initiatives to improve data systems and interagency communication and coordination will serve to enhance access and improve the quality of services for the District's most vulnerable B-5 families.

One such initiative is the design of an Early Childhood Integrated Data System (ECIDS). The first step in designing this system is to create unduplicated count reports which will utilize data from education entities across the District. Having these reports will be a key step for improving services for young children and their families. At a minimum, the initial effort for unduplicated reports will include data for Strong Start, DC's Early Intervention Program (DC EIP), Head Start (HS) programs and the Statewide Longitudinal Education Data (SLED), which stores data for children enrolled in universal pre-K at local education agencies (LEAs). Having the unduplicated count of children across these programs will support transition efforts, providing LEAs information about children transitioning from HS programs and information for Part B programs for children transitioning from Part C services. In addition, these data will allow the District to better identify children who may need access to other programs and services and improve the planning and coordination.⁴⁰ Ultimately, the goal of the ECIDS, once fully implemented, will be to generate a more complete picture of the early childhood landscape, allowing for more strategic investment in programs that focus on narrowing achievement gaps and ensuring children receive appropriate health, behavioral and developmental screening and services, ultimately improving child outcomes. In this initial effort, the production of unduplicated reports will allow for the District to establish key processes for data collection that will serve as the foundation for new efforts.

The second major initiative is the District of Columbia Access System (DCAS), which provides the District with a modern integrated eligibility system for Medicaid, Women, Infants and Children (WIC), SNAP, TANF and other programs. DCAS will offer new case management capabilities and functionality mandated by the Affordable Care Act (ACA), such as Advanced Premium Tax Credit and Modified Adjusted Gross Income Medicaid eligibility services, as well as promote economic independence for families with low income. The implementation of DCAS will complete the District's long-term project to fully integrate all health and human services eligibility and enrollment. Once complete, DCAS will enable District residents to apply for medical, cash, food or energy assistance; subsidy; homelessness services; and other local health and human services benefit programs via a modernized, seamless web-based platform.

The third major initiative underway is the use of the Early Development Instrument (EDI), a population-based measure of school readiness.⁴¹ EDI is a community-level questionnaire implemented by pre-K 4 teachers to measure the extent to which a child has met age appropriate developmental expectations. The EDI provides a holistic snapshot of school readiness in five areas: social competence, language and cognitive development, emotional maturity, physical health and well-being, communication skills and general knowledge. The EDI has captured school readiness on nearly 4,000 pre-K students enrolled in 294 different DCPS, public charter schools and CBO classrooms with the PKEEP designation.

⁴⁰ District of Columbia Office of the State Superintendent of Education, *District of Columbia Preschool Development Grant Birth to Five Application*, 2018.

⁴¹ Janus, M., & Offord, D. (2007). *Development and Psychometric Properties of the Early Development Instrument (EDI): A Measure of Children's School Readiness*. Canadian Journal of Behavioural Science, 39(1), 1-22. doi: 10.1037/cjbs2007001.

DOMAIN 3 FINDINGS

Number of Children Being Served and Awaiting Service

GUIDING QUESTION: What data do the District have describing the unduplicated number of children being served in existing programs?

Finding 3A. The District recognizes the importance of unduplicated data for children B-5. Prior District needs assessments have called for increased standardization of terms and deduplication of program participation metrics to uniquely identify children and adults across datasets. The design and process for unduplicating data for children has been achieved and the District continues to work on an integrated data system to capture program and service enrollment data on the B-5 population. The standardization of terms and deduplication of participants would allow policymakers and program administrators to better understand program participation rates and the results of specific programs for their target populations to better identify which programs and services are most impactful.

GUIDING QUESTION: What are the biggest data gaps or challenges in this area?

Finding 3B. As of fall 2019, the District has made incredible progress in increasing access to early care and education facilities for B-5 families. The District supports more than 470 licensed child development facilities with a combined capacity of more than 25,000 children, ranging from 6 weeks to 13 years old, in fiscal year 2019 (FY19), and has worked to expand access to and improve the quality of ECE for all families through programs and a diverse array of public and private early learning settings.

Accessing child care, particularly paying for child care, is challenging for many families in the District. According to the US Department of Health and Human Services, affordable child care should cost a family no more than 7 percent of their household income. Universal pre-K for 3- and 4-year-olds is free in the District. However, according to Child Care Aware of America, in 2017 the average annual cost of a child development center in the District was \$22,658, and in many cases, before- and after-school care and summer care is an additional cost for families. Programs such as HS and Early Head Start (EHS) work to make quality ECE affordable for B-5 families with the greatest economic need by providing free early care and education and family support services.

While the cost of child care is high, the District also has some of the highest subsidy rates in the country due to the District's child care subsidy program and reimbursement rates steadily increase each year.⁴² The child care subsidy program assists eligible families with covering the cost of ECE. Families with unique work situations, particularly those who are unemployed and are receiving TANF, or those in a training or educational program that limits their income, can utilize the program to access child development facilities or providers at little to no cost. Families enrolled in subsidy would never pay more than 7 percent of their annual household income for child care.

The need for subsidized infant and toddler slots is not distributed equally across all District wards. Of the 10,052 available slots for infants and toddlers in the District in FY18, 4,999 slots (50 percent) across all

⁴² Urban Institute, *Subsidy Policies and the Quality of Child Care Centers Serving Subsidized Children*, 2019.

wards were in either programs providing subsidized child care or in tuition-free programs (e.g., EHS).⁴³ The highest population of B-5 families with low incomes are in wards 7 and 8, where the demand in 2018 for infant and toddler slots was 3,644 slots and 5,387 slots, respectively, and the percentage of infants and toddlers receiving subsidized care was considerably larger than in other wards.⁴⁴ In FY18, 96 percent of all enrolled infants and toddlers from ward 7 and 76 percent from ward 8 received subsidy supports; comparatively, 62 percent (the next highest percentage) of all enrolled infants and toddlers from ward 4 received subsidy supports.⁴⁵

GUIDING QUESTION: What are the strengths and weaknesses of the data available on children being served?

Finding 3C. The District collects and manages a wealth of data on B-5 children enrolled in early care and education facilities. While the District has access to a wealth of demographic data and data on licensed capacity, there is limited data that clearly outline the enrollment of vulnerable and underserved populations as a subset of total enrollment. In particular, the District does not yet have adequate data to understand how families with children who do not qualify for subsidy programs access affordable child care and education.

To better address these data gaps, it is critical that we boost the impact and reach of Capital Quality (described in Finding 1A). Continued alignment of definitions pertaining to quality ECE will inform how data are collected and shared with stakeholders.

WAITLISTS

Waitlists are held at the facility- and school-level but not the District-level, and families may contact DC Child Care Connections (DC CCC), the District's Child Care Resource and Referral (CCR&R) system, to help identify vacancies in the family's desired location. Based on stakeholders' feedback, many families in need of subsidy support do not have access to the information needed to make decisions about paying the typical fee to join a facility's waitlist and would benefit from more centralized information on child development facility waitlists. The District does not have a centralized waitlist of available slots for families who are seeking to use a child care subsidy voucher.

⁴³ District of Columbia Office of the State Superintendent of Education, *FY19 Performance Oversight Questions: Capacity, Enrollment, Utilization FY17-FY19*, 2019.

⁴⁴ Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps*, 2018.

⁴⁵ District of Columbia Office of the State Superintendent of Education, *FY19 Performance Oversight Questions: Capacity, Enrollment, Utilization FY17-FY19*, 2019.

DOMAIN 4 FINDINGS

Quality and Availability

GUIDING QUESTION: What are the District’s current ECE strengths in terms of quality of care across settings?

Finding 4A. The District ensures families have access to high-quality infant and toddler early learning programs and services across settings through: enhanced child development facility licensing regulations, subsidized ECE, Capital Quality, the Quality Improvement Network (QIN)/Early Head Start-Child Care Partnership (EHS-CCP), the MIECHV program, the Early Learning Quality Fund (ELQF) and locally funded home visiting programs. In addition to the aforementioned supports and programs, families with children B-5 with developmental delays or disabilities are eligible for services, programming and resources under IDEA Part C and Part B. Further, there are more than 470 licensed child development facilities which may provide six to 11 hours of full-time care, part-time care for fewer than six hours per day, or year-round in-center care to better meet families’ needs.⁴⁶

Finding 4B. Families have access to information regarding the quality of ECE in the District through Capital Quality designations on the My Child Care DC website. As described in Finding 1A, Capital Quality measures the quality of ECE programs in licensed child development facilities participating in subsidized child care and those that volunteer to participate. The My Child Care DC website provides families with important information on all licensed ECE options in the District. Child development facility profiles highlight services provided, whether subsidized child care vouchers are accepted, accreditation status, licensing reports and substantiated complaints. Capital Quality designations are also viewable on facility profile pages. The substantial amount of information on My Child Care DC provides families with a holistic picture of the child development facility, allowing them to make an informed decision about where to enroll their child.

GUIDING QUESTIONS: What initiatives do you currently have underway to ensure that high-quality care is available to vulnerable or underserved children in the District? What works well?

Finding 4C. The District has made great efforts to ensure that continuous, high-quality care is accessible and available for B-5 families across the District. The District leads the nation in the percentage per capita of children enrolled in universal pre-K and also leads in the per-child investment amount spent for universal pre-K services. Support and resources for vulnerable and underserved children extend through multiple different services and programs and span from infancy into universal pre-K.

UNIVERSAL PRE-K

In the 2016-17 school year, the District provided universal pre-K education services through a mixed-delivery model (i.e., across DCPS, public charter schools and CBOs with a PKEEP designation) to 5,968 3-year-olds (69 percent of all 3-year-olds) and 7,186 4-year-olds (89 percent of all 4-year-olds) in the District.⁴⁷ As of the 2017-18 school year, 13,492 children accessed universal pre-K in all three education

⁴⁶ District of Columbia Office of the State Superintendent of Education, Division of Early Learning, *The Child Care Licensing Unit Report*, September 2019.

⁴⁷ District of Columbia Office of the State Superintendent of Education, *Fiscal Year 2017 Pre-K Report*, 2017.

sectors, enrolling 85 percent of all 4-year-olds and 73 percent of all 3-year-olds in the District.⁴⁸

In addition to the District-funding for the universal pre-K program, DCPS established a Head Start School-wide Model (HSSWM) which blends federal and local funding sources in order to equitably distribute HS funds across all Title 1 schools that offer pre-K 3 and pre-K 4. The HSSWM provides all children enrolled in pre-K 3 and pre-K 4 programs in Title I schools, regardless of an individual family's eligibility for the HS program, with comprehensive health, nutrition, mental health and family supports.

SUBSIDIZED ECE PROGRAM

As described in Finding 3B, a key strength of the District's B-5 system is a subsidized, tiered reimbursement ECE program focused on creating equity for the most vulnerable families. In FY17, 9,400 children B-5 were served through subsidy and it is estimated that, based solely on income eligibility requirements (e.g., children B-5 who meet the District's definition of vulnerable, as defined in Finding 1A), there were 16,618 children B-5 living in the District who were eligible for subsidy.⁴⁹

As a result of revised cost modeling, the District has one of the highest subsidy reimbursement rates in the nation.⁵⁰ The Department of Human Services (DHS) also issues nontraditional subsidy child care payments to families whose work schedules do not fall within the traditional work day (defined as 7 a.m.-6 p.m. Monday-Friday) to make it affordable for their children B-5 to participate in programs offering nontraditional-hour care. Nontraditional-hour care, as defined in the Child Care Study Act of 2017, is care offered outside of 7 a.m. to 6 p.m., Monday-Friday and also includes 24-hour care.

Finding 4D. The QIN builds capacity and enhances the quality of care in participating facilities. The Early Learning Quality Improvement Network Amendment Act of 2015 (QIN Act) aligned a child's subsidy eligibility determination with EHS eligibility and established neighborhood-based hubs to provide comprehensive, continuous and intensive technical assistance (TA), professional development (PD) and other comprehensive services.

The District is utilizing local, federal and private funding to provide quality, continuous, comprehensive services and training and TA supports through the QIN hubs. From 2014-2019, the District provided funding to two hubs which support 16 child development facilities and 19 child development homes serving more than 600 children. Using the Head Start Program Performance Standards (HSPPS) and research-based best practices, these hubs employ professionals who provide support to directors, teachers, children and families enrolled in these child development facilities and homes. This support includes coaching and comprehensive services for children and families — family engagement and support, health and nutrition, mental health and early intervention. The facilities, which must accept subsidies, will continue to increase access to high-quality slots for children participating in TANF, in foster care or experiencing homelessness and/or children who have developmental delays and disabilities, all of whom receive the highest priority for QIN enrollment.

Multiple District agencies, including DC Health, Department of Behavioral Health (DBH), Department of Health Care Finance (DHCF), DHS and CFSA, collaborate to ensure effective service coordination and support for children and families enrolled in the QIN. Families can begin receiving supports even while

⁴⁸ A.H. Friedman-Krauss, W.S. Barnett, K.A. Garver, K.S. Hodges, G.G. Weisenfeld, & N. DiCrecchio. *The State of Preschool 2018: State Preschool Yearbook*. New Brunswick NJ: National Institute for Early Education Research, 2018.

⁴⁹ District of Columbia Office of the State Superintendent of Education, *District of Columbia Preschool Development Grant Birth to Five Application*, 2018.

⁵⁰ District of Columbia Office of the State Superintendent of Education, *Modeling the Cost of Child Care in the District of Columbia*, 2018.

pregnant. As of FY19, increased federal and local funding has allowed the District to expand QIN to five additional early care and education facilities.

Finding 4E. As stated in Finding 1A and Finding 4B, Capital Quality is a key initiative supporting high-quality care for children B-5 across the District. The goal of the program is to ensure all children in the District receive an equitable and high-quality ECE experience. Through improving social-emotional well-being, economic opportunities and financial stability for providers and families, as well as improving educational achievement, the Capital Quality program helps to create an early childhood system that supports the most vulnerable and underserved children in the District.

Finding 4F. CBOs with a PKEEP designation and EHS/HS programs serve vulnerable or underserved children in the District. As described in Finding 1A, CBOs that have earned a PKEEP designation offer free pre-K slots through the universal Pre-K Act. One of the PKEEP eligibility requirements mandates that CBOs agree to accept subsidy payments for eligible children B-5. In FY18, 52 percent of children served in CBOs with a PKEEP designation were identified as at-risk⁵¹ or vulnerable, compared to 49 percent of children in pre-K programs at public charter schools and 44 percent in DCPS pre-K programs.⁵²

EHS/HS is a federal program providing early learning services to families with low incomes. Five EHS grantees in the District provide comprehensive services and supports for pregnant women and EHS-eligible infants and toddlers.

Finding 4G. District agencies have various initiatives to support the vulnerable or underserved B-5 population. These initiatives encompass comprehensive support services focusing on behavioral, social emotional and mental health; developmental delays and/or disabilities; facility improvement; health and wellness; prevention support; referral resources; and increasing the involvement of parents and families in the early childhood system. Additional information on individual initiatives across the District is available in Appendix B.

GUIDING QUESTION: What could be better?

Finding 4H. There are considerably worse perinatal outcomes for black, non-Hispanic mothers and babies than for white mothers and babies. In the District from 2012-2016, the infant mortality rate for infants born to black, non-Hispanic mothers was five-times that of infants born to white mothers.⁵³ Similarly, the infant mortality rate for black, non-Hispanic children was 11.49 percent compared to 2.55 percent for white children and 5.33 percent for Hispanic children.⁵⁴ According to the Perinatal Health and Infant Mortality Report, the District needs a system of care to improve women's health before pregnancy, address barriers to prenatal care and prevent preterm births for specific vulnerable populations. While programs exist, there is no centralized method to inform those in need about the available services.

The Mayor's office has taken steps to improve the quality and availability of programs for pregnant and new mothers and their children in order to reduce health disparities. These initiatives include an annual

⁵¹ A student is identified as at-risk for academic failure if the student is identified as any one of the following: (1) whether a student is identified as having received (or is currently receiving) support from a number of assistance programs, including the Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP); (2) whether a student is (or ever was) a ward of the state under the Child and Family Services Agency (CFSA); or (3) whether a student was ever identified as experiencing homelessness.

⁵² Office of the State Superintendent of Education, *Fiscal Year 2018 Pre-K Report*, 2018.

⁵³ District of Columbia Department of Health, *Perinatal Health and Infant Mortality Report*, 2018.

⁵⁴ *Ibid*, p. 52.

Maternal and Infant Health Summit supported by Thrive by Five DC, which also provides information about existing programs and initiatives that work to improve perinatal health.

Finding 4I. While the District is rich with programs and services, families have limited knowledge about existing opportunities. Program referrals come from a range of sources but there is no singular, centralized location for shared program and service information that encompasses the full mixed-delivery system. Results from the PDG family survey revealed that referral sources for different early childhood programs, services and benefits are broad. The two largest identified referral sources for programs or services were a friend, neighbor or coworker (24 percent) or the child’s doctor’s office (24 percent). The two most commonly stated referral sources for benefits were Help Me Grow DC (35 percent) or a family member (24 percent).⁵⁵ None of the listening session participants had complete knowledge of the breadth of programs and services available to families with young children. Families also expressed a desire for a singular application across all providers including LEAs, ECE facilities, health and financial assistance.

PARENT FEEDBACK

Family listening sessions held over the course of the spring and summer 2019 revealed important information on parent decision making, satisfaction with programs and services and awareness of B-5 programs and services. Families voiced their dissatisfaction with not having enough options for ECE. Families with low incomes living in wards 6, 7 and 8 were more likely to express dissatisfaction with their available options for ECE. Families noted that there were long waitlists for a spot in child development facilities, especially among what families considered to be higher-quality facilities. The definition of quality made by families participating in the PDG B-5 listening sessions varied, but centered on cleanliness, space, engagement with children, activities and the feeling that their child "fit." Most families agreed that the quality of a child development facility was extremely important to them but some families felt they had to enroll their children in the only child development facility that was close to either their home or work, regardless of quality.

GUIDING QUESTIONS: What initiatives does the District have in place to promote and increase the involvement and engagement of parents and family members in the development and education of their children? What works well about these initiatives?

Finding 4J. In partnership with QIN and Be Strong Families, the Bainum Family Foundation, a philanthropic organization, is spearheading the parent cafés initiative. Parent cafés are a nationally recognized model for parent engagement and empowerment. This initiative promotes family voice and involvement. Parent cafés are culturally and linguistically responsive, enabling families to:

- 1) Gain knowledge and build capacity for supporting their children’s development;
- 2) Learn effective uses data from parent cafés to help inform action; and
- 3) Build social connections.

The District will expand the parent cafés to serve more child development facilities, with a particular focus on those serving children in vulnerable situations.

Finding 4K. In addition to parent cafés, the District currently supports family involvement through the QIN Policy Council, the SECDCC Family and Early Intervention committee, the Thrive by Five DC Coordinating Council and the My School DC Parent Advisory Council. The QIN Policy Council consists of up to two parent representatives from each of the QIN child care partners (CCPs) and up to five

⁵⁵ Georgetown University Research Team, DC Family Survey, 2019.

representatives from the community who guide the work of the QIN and ensure parent voice is central to the work of the child care partners and QIN hubs. The SECDCC Family and Early Intervention committee, a subcommittee of the SECDCC, as well as the Thrive by Five Coordinating Council (described in Finding 11A), also provide opportunities for family leadership and parent voice. The My School DC Parent Advisory Council has representation from every ward in the District and gives participating families a voice in major policy decisions related to the common lottery system. The council also empowers and supports My School DC's work as ambassadors of information to their respective communities. As a component of the District's Every Student Succeeds Act (ESSA) state plan, OSSE launched a Parent, Family and Community Engagement (PFCE) Framework for effective community and parent engagement across the District, including families in underserved communities. The framework engages citywide parent advisory councils, shares information with families, connects with community partners and provides training and technical assistance to families to navigate the educational system to support their children.

GUIDING QUESTION: What do you see as your biggest need and opportunity in improving the quality and availability of care, particularly for vulnerable or underserved children?

Finding 4L. There is a need to further study and consider steps to address gaps in the accessibility and availability of quality care and education along lines of race and geography. Access to quality ECE programming is not equally distributed across all wards. Reports show high-quality seat shortages are highly concentrated in block groups within wards 7 and 8, meaning that residents of those wards have contrasting experiences accessing and engaging with the mixed-delivery system as compared to residents in other wards.^{56,57,58} Most profoundly, wards 7 and 8 lack high-quality ECE for infants and toddlers, before- and after-care for school-aged children, and nontraditional-hours' care for children under age 12.^{59,60} According to a 2018 study by the Urban Institute, there is a gap of 8,250 nontraditional-hour slots in the District.⁶¹ The Urban Institute study also highlighted that the need for nontraditional ECE is greatest among families that are income-eligible for subsidy vouchers in wards 7 and 8. Approximately 22 percent of all children 12 and under in the District are estimated to need nontraditional-hour care, while approximately 40 percent of children ages 5 and younger in the District who need nontraditional-hour care reside in wards 7 and 8.⁶²

Methods to increase access to high-quality ECE in areas of the city where families with low income work and live may include expanding investment in the Access to Quality Child Care Fund, which includes scholarships for early educators through Teacher Education and Compensation Helps (T.E.A.C.H.), as well as Child Development Associate (CDA) programs and grant funding for the Access to Quality Child Care Expansion Grant for providers looking to make improvements to their facilities.

⁵⁶ District of Columbia Government Child and Family Services Agency, *FY2020 Needs Assessment and Resource Development Plan*, 2018.

⁵⁷ District of Columbia Department of Health Community Health Administration, *5 Year Maternal and Child Health Needs Assessment 2016-2020*, 2014.

⁵⁸ Sayin Taylor and K. Zickuhr. *Needs Assessment of Out-of-School Time Programs in the District of Columbia*. D.C. Policy Center, October 2017.

⁵⁹ Urban Institute, *Nontraditional-Hour Child Care in the District of Columbia*, 2018.

⁶⁰ Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps*, 2018.

⁶¹ Urban Institute, *Nontraditional-Hour Child Care in the District of Columbia*, 2018, p.27.

⁶² *Ibid*, p. 22.

DOMAIN 5 FINDINGS

Gaps in Data or Research to Support Collaboration Between Programs/Services and Maximize Parental Choice

GUIDING QUESTION: What are the most important gaps in data or research regarding collaboration across programs and services?

Finding 5A. Each District agency has unique criteria for identifying vulnerable or underserved populations. Currently, there is no consistent descriptor or definition of vulnerable or underserved target populations that has been adopted across all District agencies. A consistent description would assist with identifying gaps in data across programs and systems.⁶³ Consequentially, there is a limited understanding of target populations in the District's B-5 mixed-delivery system, most notably TANF recipients, children in foster care or involved with CFSA and children in families experiencing homelessness.⁶⁴ Continued engagement of the SECDCC and other stakeholders throughout the PDG funding period will be critical in gathering this data and ensuring it is used to inform future decisions.

Finding 5B. District agencies maintain data independent of one another, and as a result, there is limited ability to connect B-5 data across programs and services. Each District agency has unique ways of capturing and storing data about program participation and populations served, which results in disaggregated data regarding the number of families receiving services or enrolled in programming across multiple agencies. Linking these systems together could provide insights on the areas of the city with greater concentrated needs and help agencies both more effectively target current supports and identify new support needs.

GUIDING QUESTION: What initiatives are currently underway in the District to address these gaps?

Finding 5C. The Statewide Longitudinal Education Data (SLED) system enables student information to be shared across a student's public education experience, beginning in some early childhood programs and continuing through employment. OSSE plans to leverage learnings from the SLED system to design and develop a comprehensive ECIDS.

EARLY CHILDHOOD INTEGRATED DATA SYSTEM (ECIDS)

The interlinking of ECE and educational data systems through ECIDS, allowing for the creation of unduplicated count reports, will improve the transition of Part C to B and other early childhood programs across entities. Ultimately, these improved transitions will provide useful long-term outcome data, helping us to gauge program efficacy, particularly for vulnerable and underserved populations. OSSE will be able to identify the unduplicated number of children being served in existing ECE programs via assignment of the unique child identifier, which becomes the unique student identifier in the SLED

⁶³ Bainum Family Foundation, *The District of Columbia's Preschool Development Grant Birth Through Five: Synthesis of Needs Assessment*, 2019.

⁶⁴ *Ibid.*

system upon enrollment in DCPS or public charter schools. These efforts will lead to the ability to make data-driven decisions for children B-5 that are vulnerable and underserved.

GUIDING QUESTION: What are the most important gaps in data or research related to maximizing parental choice?

Finding 5D. While parent choice is a key focus in the District, there is no historical data regarding why families choose certain programs and services.

More information is still needed about why families select specific programs (e.g., geographic location, teacher ratings, school visits, experiences at educational festivals, door-to-door outreach). Families' explanation of why they chose their early care and education setting might indicate a family's level of understanding of educational opportunities, which messaging has been most effective and which communication avenues might be improved.

Finding 5E. The District is continually striving to provide information to families to inform their choices regarding care, health and education. While the My Child Care DC website, as mentioned in Finding 4B, provides families with information about licensed ECE facilities, the District does not have a centralized system to track the availability of ECE slots making it difficult for families to determine the true number of slots available.

GUIDING QUESTION: What initiatives are currently underway in the District to address these gaps?

Finding 5F. As part of the District's ongoing commitment to help families with children B-5 access information that will help them select education, health and early care services, the District, in partnership with Georgetown University, launched the DC family survey in 2019. Through the survey, families with at least one child age birth through 5 report on their awareness of and access (i.e., participation) to programs, benefits, resources, early care and education facilities and early intervention services throughout the early childhood mixed-delivery system.⁶⁵ Families also report where they initially learned about these different programs, benefits, services and resources, as well as the barriers, if any, that may prevent the family from utilizing the program, benefit, service and/or resource. The fall 2019 survey collected data from 2,099 families and will serve as a baseline for future surveys. The survey will be administered annually to collect feedback directly from families with children B-5.

Additionally, the Urban Institute is using My School DC data to explore how vulnerable or underserved families make choices about their child's ECE setting. This study includes collecting citywide data on kindergarten readiness, documenting families' decision-making processes when choosing pre-K and later schooling and identifying the elements that improve pre-K quality and effectiveness.

Finding 5G. DC Child Care Connections (DC CCC) is the District's Child Care Resource and Referral (CCR&R) program. The program is currently underway to address the needs of District families and ECE providers. The CCR&R program creates an integrated and effective system of supports and services for families, ECE providers and District communities through responsive services and evidence-based supports, including PD. Visit DC CCC for more information (<https://osse.dc.gov/page/dc-child-care-connections>).

⁶⁵ Georgetown University Research Team, DC Family Survey, 2019.

DOMAIN 6 FINDINGS

Quality and Availability of Programs and Supports

GUIDING QUESTION: What programs or supports do you have available that help connect children to appropriate, high-quality care and education?

Finding 6A. The District has strong supports and programs to connect families to appropriate, high-quality care and education. These programs and supports include the DC School Report Card (described in Finding 1A), My Child Care DC (described in Finding 4B and Finding 5E), My School DC (described in Finding 5F), DC CCC (described in Finding 5G), Help Me Grow DC (<https://helpmegrow.dc.gov/>) and Thrive by Five DC (<https://thrivebyfive.dc.gov/>). Additionally, the DC Language Access Program (<https://ohr.dc.gov/service/language-access-program-information-portal>) helps culturally and linguistically diverse families better access available programs and supports in their native language.

GUIDING QUESTION: What works well about these programs or supports?

Finding 6B. The District has invested in multiple initiatives that focus on meeting the needs of vulnerable or underserved populations, particularly children who have a developmental delay or disability. Examples of these programs include Strong Start DC Early Intervention Program (<https://osse.dc.gov/service/strong-start-dc-early-intervention-program-dc-eip>), Early Stages (<https://www.earlystagesdc.org/>) and the DC Interagency Coordinating Council (DC ICC) (<https://osse.dc.gov/service/dc-interagency-coordinating-council>).

GUIDING QUESTION: What could work better?

Finding 6C. During the PDG listening sessions, families reported that the distance to program locations or the lack of convenient public transportation were common barriers to accessing special education services. While families expressed they believed programming and supports were valuable, some families stated there were several programs and supports they could not use due to either the lack of transportation options or the length of time required to travel to a given location, especially if the family needed to switch between several modes of public transportation. Families indicated they would be more likely to engage in programming if it was closer to where they lived and/or worked.

Finding 6D. As noted in finding 4I, the District offers a diverse array of programs and services; however, families are not fully aware of their availability. Information is provided on multiple websites and through DCPS outreach programs, District libraries and nonprofit centers that provide child care and early education services (e.g., Martha's Table). However, PDG family listening session participants shared that their primary method for obtaining information was "word-of-mouth" recommendations from members of their respective communities (i.e., family member, friend, neighbor or coworker, doctor's office or place of worship).⁶⁶ The challenge is that there is not a systematic way to monitor the accuracy of information passed through these informal methods.

⁶⁶ Georgetown University Research Team, DC Family Survey, 2019.

DOMAIN 7 FINDINGS

Measurable Indicators of Progress that Align with State's Vision and Desired Outcomes for the Project

GUIDING QUESTION: What measurable indicators currently exist that can be used to track progress in achieving the goals of this grant and your strategic plan?

Finding 7A. The District has several measurable indicators including the EDI (<https://www.raisedc.org/ourchildren/datacollection>), the **Neighborhood Risk Index (NRI)**, **CLASS**, **Environment Rating Scales (ERS)** and the **Pregnancy Risk Assessment Monitoring System (PRAMS)** (<https://dchealth.dc.gov/DCPRAMS>). The District will utilize NRI and EDI data (described in Finding 2C) to inform actions and accelerate progress in targeted, high-need neighborhoods or wards. The use of CLASS data in the District is explained further in Finding 1A. As part of Capital Quality (described in Finding 1A), two of the ERS measures are used to measure program quality and improvement for infant and toddler groups in child development centers and in child development homes, respectively. Another important measurable indicator in the early childhood system is infant mortality and preterm birth weights. Although birth outcomes are tracked annually, children born preterm are not longitudinally tracked, making it difficult to determine the full impact of available services and resources throughout their first five years.

NEIGHBORHOOD RISK INDEX (NRI)

The NRI is a composite measure of 10 indicators of neighborhood-level risks that have been associated with higher levels of developmental vulnerability in children.⁶⁷ Census-level data are included in the index. These data include social and educational indicators such as percentage of single-parent households, percentage of limited English proficient households and economic indicators such as percentage of families with children in poverty and percentage of households receiving public assistance income. Risk levels are assigned by the number of risk indicators within the neighborhood.

The District is working with Raise DC, a collective impact initiative in the District, and the University of California, Los Angeles (UCLA) to make the NRI accessible. By October 2020, the District aims to overlay EDI data with NRI data to understand how child development is presenting compared to the level of neighborhood risk.

PREGNANCY RISK ASSESSMENT MONITORING SYSTEM (PRAMS)

In 2016, preterm birth rates were highest in ward 7 at 13.40 percent and ward 8 at 13.80 percent and among black, non-Hispanic mothers; 12.80 percent of all births to a black, non-Hispanic mother were preterm as compared to 7.80 percent of births among white mothers.⁶⁸ Additionally, in 2015-16, infant

⁶⁷ Bruner, C et.al (2007). *Village building and school readiness: Closing opportunity gaps in a diverse society. State Early Childhood Policy Technical Assistance Network: Des Moines, IA. See: Chapter One: Census tracts and child-raising: Place-based implications for child and family policy investments and reforms.* Pp. 5-14.

⁶⁸ District of Columbia Department of Health, *Perinatal Health and Infant Mortality Report*, 2018.

mortality in Ward 8 was 14.57 percent compared to the District average of 7.59 percent.⁶⁹ In 2017, DC Health began implementing PRAMS to help inform programs and policy that improve prenatal health.

GUIDING QUESTION: What are the strengths and weaknesses of these indicators?

Finding 7B. The District's investments in ECE are strong; however, many of the available early childhood measurement tools are at a population-, program- or classroom-level and therefore do not always allow for child-level data analysis. Currently, data allow for the examination of correlations at the child development facility level, but do not allow for deeper analysis of specific target populations such as vulnerable and underserved children. Each of the systems and programs above can be used in conjunction with location data to better understand specific wards and neighborhood clusters within the District that are known to have a disproportionate number of families in vulnerable situations. For example, the EDI Quality of the Community findings can be overlaid with other community properties. As mentioned in Finding 7A, the District is also working on the accessibility of the NRI to overlay with EDI data to determine the relationship between neighborhood risk and childhood development.

Finding 7C. There exists a need to better measure the combination of (1) teacher/provider education (and recent progress); (2) teacher salaries; and (3) longitudinal outcomes (e.g., teacher stayed with facility, teacher moved to a higher-paying job at DCPS or public charter schools), especially as the increased minimum education requirements for the ECE workforce continue to take effect. OSSE increased the minimum education requirements for the ECE workforce in December 2016 (<https://osse.dc.gov/node/1258306>) and the impact of increased education requirements and staff movement continues to be explored. Better measurement of teacher/provider education, tenure and retention could provide clear data on how to motivate continuous learning and what it will take to retain early learning professionals.

Finding 7D. An identified strength is the District of Columbia's Early Childhood System Approach to Child Health, Development, Education and Well-Being performance indicators. In 2018, a highly collaborative effort between District agencies and private and philanthropic organizations was undertaken to develop the District of Columbia's Early Childhood System Approach to Child Health, Development, Education and Well-Being (<https://bit.ly/earlychildhoodsystemsapproach>). Partners in this effort included the SECDCC; QIN Interagency Steering Committee; partners at the Early Childhood Innovation Network (ECIN), Raise DC and other early childhood stakeholders (e.g., providers, families, LEAs, advocacy groups, etc.); UCLA Center for Healthier Children, Families and Communities; and the national BUILD Initiative. Development of this system was used to develop foundational pillars for the District's PDG strategic plan.

⁶⁹ *Ibid*, p. 53.

DOMAIN 8 FINDINGS

Issues Involving ECE Facilities

GUIDING QUESTION: What issues have been identified involving ECE facilities?

Finding 8A. As demonstrated in the Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps report by the Bainum Family Foundation, wards 7 and 8 do not have enough high-quality facilities to meet the demand.⁷⁰ These wards also have the highest population of vulnerable and underserved children and residents are more likely to be African-American and have a low annual income. Disparities, research found, in high-quality ECE access and other support services (e.g., prenatal care, job training) are a function of race and income.⁷¹

GUIDING QUESTION: What current plans are in place to address ECE facility issues?

Finding 8B. Current initiatives are in place to increase the supply of ECE slots. The Access to the Quality Child Care Fund, provided through an OSSE grant given to the Low Income Investment Fund (LIIF), is intended to respond to the high demand for quality ECE by adding 1,000 infant and toddler slots by 2020. The QIN (described in Finding 4D) is another initiative which provides funding resources so providers can make facility enhancements, upgrades and enhance quality of care through the provision of resources and support for families and child development facilities. A specific focus of the District is to expand QIN to add an additional 166 slots. Additionally, the ELQF aims to add 625 additional high-quality early learning slots in wards 7 and 8 by the end of 2020.⁷²

ACCESS TO QUALITY CHILD CARE EXPANSION (A2Q)

As of November 2019, A2Q funding facilitated the creation of 1,000 new infant and toddler slots through 44 sub-grants awarded to 39 providers across all eight wards 10 months ahead of schedule. The District anticipates awarding eight to 10 more sub-grants and creating approximately 150 more infant and toddler slots.

THE EARLY LEARNING QUALITY FUND (ELQF)⁷³

The ELQF is designed to help child development facilities provide safe, high-quality early environments for children ages B-3, and is available for providers located in wards 7 and 8 that support vulnerable and underserved children. The ELQF provides both technical assistance and financing through a forgivable loan fund to help providers make the necessary facility improvements. Upgrades are intended to help providers meet the highest level of quality in Capital Quality and achieve EHS standards.

GUIDING QUESTION: What innovative efforts have taken place to improve ECE facilities?

Finding 8C. Through the public-private partnership with the Bainum Family Foundation, the District has created two guidance documents regarding designs for both child development homes and child

⁷⁰ Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps*, 2018.

⁷¹ Bainum Family Foundation, *Infants and Toddlers in the District of Columbia: A Statistical Look at Needs and Disparities*, 2015.

⁷² Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps*, 2018.

⁷³ Bainum Family Foundation, *Supporting Facility Improvements for D.C. Providers Through the Early Learning Quality Fund*, www.bainumfdn.org.

development centers. These free guides, the Design Recommendations: Child Development Home and Expanded Child Development Home (http://bainumfdn.org/wp-content/uploads/2018/03/ELQF_Design-Recommendations_Home_Feb-2018.pdf) and the Design Recommendations: Child Development Center, (http://bainumfdn.org/wp-content/uploads/2018/03/ELQF_Design-Recommendations_Center_Feb-2018.pdf) help current providers and potential providers understand relevant regulations and best practices in design principles for creating optimal environments for young children in child development centers and child development homes.

Finding 8D. Innovative efforts are being made to improve ECE facilities. Child development centers and homes participating in Capital Quality and/or the QIN receive supports designed to improve their facilities. Capital Quality provides support through training and technical assistance and the QIN is an innovative effort to build capacity as well as enhance the quality of care. The District has also improved licensing regulations, issued by the Division of Early Learning, for all child development facilities in order to ensure all children receive ECE in a safe environment (<https://bit.ly/2016licensingframework>).

GUIDING QUESTION: What opportunities exist for different ECE and/or other early childhood programs and systems to collaborate on ECE facility improvement (e.g., through co-location of key early childhood services)?

Finding 8E. A District collaborative, ECIN, brings mental health resources and coordinated care directly to young children and their families. ECIN is composed of educational and health professionals, community organizers, researchers and advocates who provide support to families and children using a multi-generational approach (<https://www.ecin.org/>). Additionally, DBH administers Healthy Futures, which provides evidence-based mental health consultation to children up to age 5 at their child development centers (<https://dbh.dc.gov/service/children-youth-and-family-services>).

GUIDING QUESTION: What are the strengths and weaknesses of the data you have available on ECE facilities?

Finding 8F. While the quality of educational opportunities and care are fully evaluated, there are relatively few current measures (except licensing regulations) on the quality of physical space in ECE facilities or the extent to which different facilities exceed minimum licensing requirements. Further, the District does not have a way to document the quality of private homes or private facilities that neither participate in Capital Quality nor have a PKEEP designation.

GUIDING QUESTION: Are there any initiatives underway to improve the data?

Finding 8G. A new licensing data system will allow OSSE to improve the data related to ECE facilities by seamlessly evaluating the physical conditions of child development facilities across the District. A new child development facility licensing data system built to connect to the Department of Consumer and Regulatory Affairs, which collects data on the age and conditions of buildings in real time, would allow OSSE licensing staff to monitor and record the quality of physical space in ECE facilities prior to and during licensing and monitoring visits. Additionally, The Early Education Essentials measurement system, created by University of Chicago and the Ounce of Prevention Fund, allows early childhood education leaders to measure organizational conditions, including a supportive environment, in their programs.⁷⁴

⁷⁴ University of Chicago and the Ounce of Prevention Fund (2018). *Early Education Essentials Illustrations of Strong Organizational Practices in Programs Poised for Improvement*, <https://consortium.uchicago.edu/publications/early-education-essentials-illustrations-strong-organizational-practices-programs>.

Preschool Development Grant, Birth Through Five Needs Assessment

This tool, accompanied by targeted TA, helps leaders and staff strengthen organizational conditions to best support children’s learning and ability to achieve.

DOMAIN 9 FINDINGS

Barriers to the Funding and Provision of High-Quality ECE Services and Supports and Opportunities for More Efficient Use of Resources

GUIDING QUESTIONS: What barriers currently exist to the funding and provision of high-quality ECE supports? Are there characteristics of the current governance or financing of the system that present barriers to funding and provision of high-quality ECE services and supports?

Finding 9A. There is a tension between supporting ECE professionals in attaining rigorous credentials while also focusing on educator retention. While data on the early education workforce across all three sectors in the early care and education mixed-delivery system is not available, teacher turnover in DCPS and public charter schools in the District is higher than in comparable American cities and higher than the national average.^{75,76} Specifically, DCPS and public charter schools with the highest percentages of at-risk or vulnerable children tend to suffer from the highest rates of teacher turnover.⁷⁷

SUPPORTS FOR THE ECE WORKFORCE

The District of Columbia has made substantial investments in the ECE workforce by providing quality professional development and training and expanding funding and resources for scholarships to ensure our current and prospective early childhood workforce have the tools they need to meet these new educational requirements. Those investments include free online access to OSSE's DC Professional Development Information System (PDIS) (<https://osse.dc.gov/page/professional-development-information-system-pdis>); free access to Quorum, an online training platform with CDA coursework (<https://osse.dc.gov/publication/quorum-online-professional-development-resource>); and access to scholarships, such as the T.E.A.C.H scholarship for ECE staff seeking associate and bachelor's degrees (<https://osse.dc.gov/teachscholarship>) and the First Step CDA Program, which allows high school students to earn the nationally recognized CDA while simultaneously completing their high school diploma (<https://osse.dc.gov/firststep>).

BARRIERS FOR THE ECE WORKFORCE

Once ECE professionals earn the advanced education qualifications needed to meet the minimum education requirements, it is common for these individuals to leave early childhood for higher grades which provide a greater salary.⁷⁸ In addition, elementary (K-5), middle and high school teachers work, on average, 6.5 hours a day directly with students, whereas ECE professionals serving children B-3 and in CBOs serving children B-5 spend nearly their entire shift with the children. This, combined with pay parity, decreases motivation for professionals to remain in the ECE environment.

Another obstacle to retaining ECE professionals is the lack of loan forgiveness programs specific to their field. Teachers in K-12 can participate in the Teacher Loan Forgiveness Program (TLFP). This program offers forgiveness of up to \$17,500 on direct subsidized and unsubsidized Federal Stafford Loans if the

⁷⁵ District of Columbia State Board of Education, *Teacher and Principal Turnover in Public Schools in the District of Columbia*. DC State Board of Education, 2018.

⁷⁶ Bainum Family Foundation, *The District of Columbia's Preschool Development Grant Birth Through Five: Synthesis of Needs Assessment*, 2019.

⁷⁷ District of Columbia State Board of Education, *Teacher and Principal Turnover in Public Schools in the District of Columbia*. DC State Board of Education, 2018.

⁷⁸ Key informant interviews, 2019.

individual teacher works full-time for five complete and consecutive school years in a low-income school or educational service agency and meets other qualifications.⁷⁹

Finding 9B. Programs and interventions currently funded by the District, such as the Healthy Futures program and the DC Social, Emotional and Early Development (DC SEED) Initiative, expand mental health consultation. Yet there is still an unmet need for children and families. As described in Finding 8E, Healthy Futures is an early childhood mental health consultation model that supports social and emotional development. Also administered by DBH, DC SEED is an initiative that seeks to expand evidence-based early childhood-specific interventions. These programs are critical to address young children’s mental health needs.

While the District is actively expanding the capacity of its early childhood mental health system, providers are not evenly distributed across all wards. The 2016 Community Health Needs Assessment identified that health and mental healthcare resources are inequitably distributed across all eight wards, disproportionately and negatively affecting residents in wards 5, 6, 7 and 8.⁸⁰ In key informant interviews, several financial barriers were also identified:

- Behavioral health experts and school leaders expressed concern that mental health professionals tend to be reimbursed at lower rates when at schools than when at other locations. This tends to disproportionately affect those who rely on public transportation to receive mental health care, as care provided at schools is far more convenient for families with transportation limitations. Families shared their use of programs was limited as the time spent taking multiple buses was often prohibitive.
- Key informants also communicated that the existing structure does not sufficiently motivate care teams from different divisions within the District government or partner agencies to work together. This includes:
 - Ensuring enough ECE professionals have been trained in trauma-informed practices;
 - Integrating the criminal justice, educational, public health and mental health systems to provide a single family-focused, comprehensive and preventative approach to service; and
 - Coordinating programs from Strong Start, Healthy Start and EHS.
- Key informants also noted that insufficient support for families during parental transitions (e.g., from TANF to starting a job) is a challenge. Working families suffer a dramatic drop in assets while on TANF and cannot rebuild those assets because they will no longer qualify.

⁷⁹ Teacher Loan Forgiveness Program Application, *William D. Ford Federal Direct Loan Direct Loan Program and Federal Family Education Loan FFEL Program*, 2019.

⁸⁰ Community Health Needs Assessment, District of Columbia, 2019. *DC Health Matters Collaborative*. June 28, 2019. www.dchealthmatters.org.

DOMAIN 10 FINDINGS

Transition Supports and Gaps

GUIDING QUESTION: Are there transition policies/practices that support children in all types of care and education settings?

Finding 10A. The District has developed a citywide MOA focused on fully implementing the ESSA Title I coordination requirement. To help young children transition to pre-K and kindergarten, ESSA requires LEAs receiving Title I funding to sign an MOA coordinating with HS and other early learning programs.

To support LEAs in meeting ESSA requirements, OSSE hosted a working group in collaboration with the DC Head Start Association (DCHSA), DC Public Charter School Board, FOCUS DC, DC Association for the Education of Young Children (DCAEYC), US Department of Education's Regional Education Laboratory and interested LEAs. Participants met monthly to share best practices and ideas on how to improve coordination with HS and other early learning programs to support smooth and effective transitions for young students. A goal of the working group was to draft a collaborative model citywide MOA that outlines how LEAs will work with HS and other early childhood programs, focusing on joint professional development and technical assistance, coordinating services and communication, family engagement, curriculum and instruction, data and records sharing, and supporting English learners. LEAs are welcome to sign the citywide MOA or sign individual MOAs with all District Head Start Agencies (HSAs) that serve as feeder schools. HSAs and LEAs are currently implementing the coordination requirements to enhance instructional practices and support better family engagement, data sharing and transition practices.

Finding 10B. The District is working to develop a secure systematic procedure that will allow HSAs to transfer their enrolled children's early childhood records, with parental consent, to the receiving LEAs. HSAs would share aggregate data on children who previously attended various early childhood programs and are transitioning to an LEA committed to the MOA. This would allow LEAs to analyze incoming students' past progress, assist with staffing, plan parental outreach and behavior strategies and connect with HS programs about individual student needs, if applicable.

The District shared this aggregate data for the first time with LEAs, HSAs and other early childhood programs during the 2018-19 school year. The data provided details about how many children from each child development or HS program in the 2017-18 school year attended each school and LEA in the 2018-19 school year. These matriculation numbers enable an LEA to identify the programs that send them the largest number of children in order to more effectively select which programs to contact for questions and coordination and to improve instruction, special education placement, health services, family support and/or other supports.^{81,82}

Key informant interviews revealed that, under the right conditions, LEAs receiving children who previously attended child development facilities would like to have more information about the child's academic and family history in order to better tailor the learning environment to each child. However,

⁸¹ District of Columbia Office of the State Superintendent of Education, My School DC, *How Does a Family Pick a Public School and Use the DC School Lottery? Train-the-Trainer Session for Early Childhood Providers FY2019-20*, Lottery, 2019.

⁸² District of Columbia Office of the State Superintendent of Education, My School DC, *My School DC Application Instructions*, 2019.

there were reservations about sharing these data with teachers because it risks creating preconceived notions. Stakeholders stressed the need to train teachers on how to receive and work with data and other information about children and their families.

Finding 10C. The District is leading a citywide partnership to build a more unified system of transition services. District agencies and organizations have partnered (e.g., OSSE, QIN hubs, DCPS Early Stages) to design a system that supports families as their children transition from early care and education facilities to pre-K or kindergarten in an LEA. Families of students attending HS or other early childhood development programs can use the My School DC common lottery process to apply for a seat for an in-boundary public pre-K school, or for a public K-12 school that is outside their DCPS boundary. To help LEAs and HSAs meet the MOA's requirements for transition, OSSE provides information on the My School DC Lottery to HS families through online resources, in-person outreach events and the newly developed lottery toolkit and train-the-trainer support series for HS families and staff.^{83,84} Transition supports involve: promoting continuity between early childhood settings, including transition to public pre-K; facilitating transitions for children who have developmental delays and disabilities; and planning transitions to prepare children and families for these changes.

PARENT FEEDBACK

In PDG family listening sessions, participants discussing school transitions shared their identified areas of success as well as areas for improvement. The majority of families with children who did not have identified developmental delays or disabilities reported that the transition process for moving their children from child development facilities to public schools was relatively smooth. A common thread in the listening sessions was family satisfaction with the QIN child development facilities. Families conveyed their satisfaction with the learning and education level of these facilities and how the facilities prepared their children for the school system by providing a good foundation of school readiness skills. Also, families in the listening sessions reported that QIN family engagement specialists were critical and valuable partners and support families, teachers, administrators and staff during transitions.

The District's school lottery system was an important influence on families' decision to keep children in child care or to transition them to pre-K 3 and pre-K 4 in a DCPS or public charter school. Families generally felt they had the best chance at receiving their first choice in the lottery for pre-K 3, the first opportunity at which students can enroll in the school. Generally, families felt the lottery system was fair and unbiased, but found it difficult to navigate for several reasons. First, parents of multiple children expressed feeling frustration when younger children were not given spots at the elder child's school. Additionally, families during the listening sessions mentioned finding it very difficult to arrange drop off and pick up for multiple children at different schools and keep a job while using public transportation. Third, families are given the option to list several schools during the lottery application process and are often put on a waitlist when/if they don't receive their top choice. Waitlist offers are given on a rolling basis depending on the capacity of the school and sometimes spots only open near the start of the school year. Families found it hard to change work schedules or personal routines to accommodate enrollment changes with little advance notice. They would prefer that the waitlists were resolved sooner.

Participants in the professional focus groups and family listening session gave mixed feedback about the success of the transition process for children who have a developmental delay and/or disability. Strong

⁸³ District of Columbia Office of the State Superintendent of Education, My School DC, *How Does a Family Pick a Public School and Use the DC School Lottery? Train-the-Trainer Session for Early Childhood Providers FY2019-20*, Lottery, 2019.

⁸⁴ District of Columbia Office of the State Superintendent of Education, My School DC, *My School DC Application Instructions*, 2019.

Start and Early Stages seem to work well together when transitioning children's case information. Care coordinators and providers from both programs cooperate to transition the child's records and background information. However, children who have developmental delays experience a major reduction in services when transitioning from early child care (B-3) to the school system (age 3+). According to participants, some children need more services than are available in an LEA; according to one early childhood professional, just because a child is in the school system doesn't mean they have overcome their learning or physical challenges.

Finding 10D. A consistent and coordinated transition does not exist across all types of ECE settings. A consistent, effective and coordinated transition from one ECE setting to the next is mandated by IDEA for all children who receive services in Part C (infant and toddler early intervention) and who are eligible for Part B services (preschool special education). While transition supports are in place between HSAs and LEAs through the ESSA MOA, data sharing across types of care and education settings to aid in student transitions are not consistently implemented across the District.

There is an opportunity to create smoother and more effective transitions of children from Part C to Part B services through a streamlined system where data about programs available for all children with different types of needs are shared and available to the relevant support professionals involved in the child's transition.

DOMAIN 11 FINDINGS

System Integration and Interagency Collaboration

GUIDING QUESTION: What practices are in place that reflect effective and supportive interagency collaboration supporting young children and families?

Finding 11A. The District demonstrates strength in interagency collaboration through the SECDCC, the District’s Advisory Council and mayoral support through the Thrive by Five DC Coordinating Council launched in February 2019. SECDCC members are appointed by the District Mayor and lead District agencies that provide B-5 programs and services or major non-governmental service providers (<https://osse.dc.gov/service/state-early-childhood-development-coordinating-council-secdcc>). The SECDCC and its committees meet every other month to provide guidance on early learning programming, including ECIDS development and other data sharing needs. The meetings are open to the public and provide a platform for families and other stakeholders to work together toward early childhood success.

The 17-member Thrive by Five Coordinating Council, which includes representatives from several DC government agencies, measures progress of District and community-level initiatives focused on improving maternal and infant health outcomes. Additionally, the council measures progress of initiatives that promote healthy child development from B-5. The Thrive by Five DC Coordinating Council makes recommendations regarding coordination, streamlining and alignment of plans, policies, programs and services related to increasing the outcomes of infants or children B-5.

GUIDING QUESTIONS: How were they developed? What would need to happen for them to spread to other areas?

Finding 11B. The District has made progress toward developing interagency collaboration through MOAs and Memorandums of Understanding (MOUs). Similar efforts are taking place to help build interagency collaboration throughout the B-5 early childhood system. District leaders who were interviewed as key informants for this needs assessment were passionate about the opportunities to increase interagency and community collaborations. At times, they felt agencies and nonprofits around the District operated as “extremely talented soloists,” accomplishing their agencies' goals, but not realizing the more significant impact they could experience through collaboration. Below are some proposed interagency initiatives they felt had promise to improve the outcomes of young children in the District:

- Consolidating Medicaid, TANF and WIC could dramatically reduce the paperwork families are required to provide for enrollment and renewal services. In addition, these can be connected to ECE databases to simplify the process of enrolling in subsidized child care.
- Enrollment in WIC prenatally or postnatally could be used as a planning tool for estimating the number of children who are likely to benefit from subsidized child care in the future with a predictable timeframe.
- Creating a single, universal data governance model could ensure databases have inter-compatibility and the links across disciplines (e.g., healthcare challenges and educational challenges) can be identified.
- Ensure predictive indicators of risk can be effectively countered by community assets.

- A network that helps stakeholders understand links between disparate programs might reveal promising long-term relationships between and among the criminal justice, educational, public health and mental health systems. Addiction is a good example of where new interventions may be warranted.

Additionally, District leaders shared a vision for bringing together behavioral health services and educational resources to support children B-5 and their families. This might include child development facilities or school-based “wellness centers” that support multiple components of successful family life. They also expressed concern about the complexity and challenges families experience in finding programs and services that benefit them. For this reason, informants suggested community touchpoints should be enhanced and linked together:

- **Case ambassadors for the most vulnerable families.** They would serve to “connect the dots” between what a family needs and the myriad programs and services available, helping to identify services, enroll children and/or families and provide helpful data to providers as appropriate and with permission.
- **Parent/family peer partners.** While partners exist today, key informants felt partners should be ones with whom the parents could identify (e.g., fellow teen parents, parents with children who are experiencing delays and have disabilities, parents from the same immigrant communities, etc.); should make themselves available; and should be well trained regarding the variety of programs and services available in the District.
- **Family visitors.** Currently, there are five agencies as well as DCPS and public charter school teachers that might visit families. However, the family visits might be very different and there is limited coordination among the visiting teams (e.g., asking a uniform set of questions to all families in addition to those related to their specialty). Coordinating visits may provide valuable insights, help link vulnerable or underserved families with programs and supports they might not have otherwise received and reduce duplication of questions families ask of staff.

Finding 11C. The DC ICC for Part C advises the Mayor’s Office and OSSE on a system to provide early intervention services for infants and toddlers with developmental delays and disabilities. The DC ICC (described in Finding 6B) includes 25 members appointed by the Mayor and includes families with children who have disabilities (age 12 or younger), service providers and others as specified by IDEA or selected by the Mayor.

Finding 11D. The QIN is supported by an interagency steering committee comprised of District agencies that serve young children and families. This includes OSSE DEL and the OSSE Division of Health and Wellness, DHS, DBH, DC Health, DHCF, CFSA, the QIN hub agency leadership and DC Action for Children, an advocacy organization. The interagency steering committee leverages District agencies’ resources to provide comprehensive services that promote children’s and family health, development and well-being. Through the committee’s work, OSSE will continue to ensure participating CCPs fully benefit from programs and services, such as mental health consultation, nutrition education and oral health education for families and teachers. OSSE has also worked with DHS to streamline eligibility policies so families are properly enrolled in the subsidy program and can benefit from the services offered by the programs participating in QIN.

CONCLUSION

High-quality ECE experiences lead to improvements in children’s health and educational attainment.^{85,86,87} Sustaining and developing high-quality ECE for vulnerable and underserved children B-5 is a priority for the District as demonstrated through the extensive system of supports, services, programs and resources available to families and providers. While the District has built a robust system through family engagement, provider input, mayoral support, collaboration between District agencies, and private and public partnerships, there are still service delivery inequities and disparity in outcomes for young children. The District understands the need to improve upon and increase current B-5 offerings, creating more ECE slots and greater access to high-quality ECE, specifically in wards 7 and 8.

The needs assessment will inform the strategic plan for the early childhood system by using the findings, current programs, resources and services to build a vision, mission, pillars, objectives and actions for the District. Additional support for the strategic plan will be provided in collaboration with key stakeholders, including families, District agencies and early childhood professionals. By working together, the existing system will be refined and enhanced to meet the needs of all families with children B-5. The following recommendations are not meant to serve as an exhaustive list, but rather are a set of options to build upon in the strategic plan.

ACCESS TO PROGRAMS AND SERVICES

- Increase the number of quality and/or high-quality designated ECE slots, particularly focusing on geographic locations where vulnerable and underserved populations are concentrated;
- Address logistical barriers families encounter when attempting to access services and programs;
- Refine stakeholder and family communication and outreach to increase awareness of programs and services, particularly for vulnerable and underserved populations;
- Promote inclusion to ensure vulnerable and underserved families have needed supports as children transition into schools; and
- Increase access to home visiting programs aligned with family needs.

SYSTEM COLLABORATION AND COORDINATION

- Increase communication between ECE providers across all three education settings (i.e., DCPS, CBOs and public charter schools);
- Identify teacher turnover data in community settings with ECE, pre-K and/or HS services.

USE OF DATA

- Align the definition of “vulnerable and underserved populations” across the mixed-delivery system; and
- Develop the ability to link data from a diverse set of data sources across all B-5 programs to identify an unduplicated count of children participating in B-5 programs across the District. This will allow the District to gain a deeper understanding of which children are or are not receiving services and the various combinations of services and programs children receive.

⁸⁵ Bainum Family Foundation, *Early Learning Supply and Demand in the District of Columbia: Using Data to Identify Critical Gaps*, 2018.

⁸⁶ Andres S. Bustamante, Kathy Hirsh-Pasek, Deborah Lowe Vandell, and Roberta Michnick Golinkoff. *Realizing the promise of high-quality early childhood education*. *Brookings Institution blog*, 2017, www.brookings.edu.

⁸⁷ ZERO TO THREE, *America’s Future Depends on Quality Childcare*, 2019.

APPENDIX

Appendix A: Sources that Informed the Needs Assessment

- 1. Existing needs assessment reports:** A cadre of 20 existing federal and state needs assessments issued between 2016 and 2019 were reviewed to explain how the District is performing on key participant outcomes and to identify trends related to access, barriers, availability and quality of the District's programs and services. In addition to the needs assessment reports, five other state-level reports were reviewed to provide a fuller understanding of current activities and effectiveness of key strategies in the District.
- 2. Administrative data:** An array of administrative data including existing pre-K, child care, HS, EHS, TANF, Medicaid and WIC data to better understand the current participation, demographics, utilization rates, etc.
- 3. Family listening sessions:** Family listening sessions were conducted in an effort to better understand the needs of families with young children and their experiences accessing programs and services, as well as transitions from an early care and education setting to an LEA and identify opportunities for improvements. One-hundred fifteen families with children under the age of 5 participated in one of 32 groups to share their experiences with early childhood programs and services (e.g., child care, home visiting, Head Start, WIC, pre-K, etc.). Participants included families who have low incomes, experienced homelessness, receive income-eligible assistance, have children with developmental delays and/or disabilities, have children in foster care, have participated in home visiting.
- 4. Professional focus group sessions:** Early childhood professionals across the mixed-delivery system participated in focus group sessions to share their perspective on the needs and challenges of families with young children. Twenty-three focus groups were held with 90 professionals from across the mixed-delivery system. Participants included representation from center-based, family child care and informal care providers, public and charter preschools, CBOs, LEAs and a range of ECE programs and services (e.g., health care, behavioral health, philanthropy, etc.). Participants included eight directors/administrators of CBOs, and family child care providers; seven teachers; three principals and early childhood directors in LEAs; eight home care providers; 19 Strong Start vendors or service coordinators; eight QIN coaches; and 11 family engagement specialists; two Help Me Grow staff; one WIC staff; six home visitors; two Capital Quality facilitators; seven mental health consultants; one librarian; one Early Stages staff; and six DEL staff.
- 5. Key informant interviews:** Twenty-one key District stakeholders were interviewed to gain insights on the system-level perspective of priorities, goals and long-term vision of how the District's agencies can work together to best support vulnerable or underserved children birth through five and their families. Interviewees shared their systems perspective to identify opportunities and barriers to streamline programs and services and coordination between agencies as a whole.

- 6. DC Family Survey:** Families (n=2,099) representing different wards within the District with varying socio-economic status and education background, shared the extent to which they had knowledge and awareness of B–5 programs, resources and benefits via an online and paper survey. In addition, survey respondents shared their top priorities when selecting a child development facility.
- 7. Inventory of pilot/demonstration projects:** An inventory of pilot and demonstration projects that have been conducted in the B–5 mixed-delivery system were requested from key stakeholders in the mixed-delivery system and analyzed for impact and scalability programs.
- 8. Recent state and national reports on ECE:** A body of recent state and national reports on early care and education were referenced to provide additional context and data throughout the needs assessment domains.

Appendix B: District Initiatives to Ensure that High-Quality Care is Available to Vulnerable or Underserved Children

BEHAVIORAL, SOCIAL, EMOTIONAL AND MENTAL HEALTH FOCUSED PROGRAMS

DC SEED Project is a Substance Abuse and Mental Health Services Administration (SAMHSA) system of care initiative that seeks to expand evidence-based early childhood-specific interventions with two community-based programs and to infuse ECE into community-based interventions and high-fidelity wraparound and family-peer specialist's models.

The Families First project is an evidence-based practice initiative created by DBH and CFSA to expand the range of mental health services for families and children. The programs made available through Families First must be evidence-based and proven to strengthen family life, improve family functioning and help families avoid more complex, long-term challenges. The Families First project includes a range of evidence-based mental health treatment and practices appropriate for different age groups proven to make a difference in family life, including Child-Parent Psychotherapy for Family Violence (CPP-FV) for children ages 0-6 and Parent-Child Interaction Therapy (PCIT) for children ages 2-6.

Healthy Futures is an early childhood mental health consultation model that supports social and emotional development and addresses challenging behaviors in early learning settings. Healthy Futures focuses on building the capacity of teachers, caregivers, administrators and systems and utilizes evidence-based prevention and early intervention programs to increase pro-social and self-regulation skills that contribute to the overall development of positive early mental health.

Help Me Grow, a call center, has been leveraged to support a single point of entry for referral and linkage of all children who have social and emotional concerns. Help Me Grow DC provides linkages to developmental and behavioral services for children and their families with four key components: (1) a centralized telephone access point for services and care coordination; (2) a community and family outreach specialist to promote program use and provide networking opportunities among families and service providers; (3) a child health provider to support early detection and early intervention; and (4) data collection and analysis, including the identification of gaps and barriers.

Kognito is a program provided by DBH. Pre-K teachers are required to complete the training. The South Capitol Street Memorial Amendment Act of 2012 was established in response to one of the District's deadliest shootings, which resulted in the deaths of four teenagers. The act seeks to improve mental and behavioral health outcomes for children in the District. As a result of this act, District educators across all grade levels have been provided with this online PD tool meant to support educators in identifying risk factors and connecting children and families to

behavioral health assistance. Kognito is designed to encourage conversations around difficult topics by offering online, interactive role-play simulations that build awareness, knowledge and skills around addressing mental and behavioral health concerns. Kognito's modules allow educators to practice navigating difficult scenarios and prepare them to lead real-life conversations with students and families. Kognito previously offered modules targeted to elementary school teachers and older, but has recently released a module specifically for early childhood educators. The simulation allows ECE professionals to practice working with a student who is exhibiting behavioral difficulties due to trauma experienced at home and helps them navigate difficult conversations with a parent. Any educator in the District, including those employed at child development facilities, can create an account to access the modules.

Parent Infant Early Childhood Enhancement Program (PIECE Program) and the Child Psychiatric Practice Group provide interventions to children under 7 years of age whose social, emotional or disruptive behaviors cause impaired functioning at home, school or in the community. The program is an outreach of DBH.

Primary Project is an evidence-based practice that provides screening and early intervention services from a trained child associate to children identified as experiencing mild school adjustment issues in pre-K through grade 3 in certain public schools and child development facilities.

DEVELOPMENTAL DELAY AND/OR DISABILITY FOCUSED PROGRAMS

Behavioral Health Initiatives. The District has a statewide comprehensive coordinated system for the early detection and referral of children who are at risk for developmental delays and/or behavioral problems. A core strength of the behavioral health system is its comprehensive design, with multiple access points, funding sources and initiatives. There are key initiatives that screen, coordinate and provide behavioral health services for young children.

Early Stages is an evaluation program with two diagnostic center locations in the District for children between the ages of 2 years and 8 months and 5 years and 10 months. It helps identify any developmental delays that a child may have and arranges services to address them. Early Stages is a program of DCPS and can serve any child who goes to DCPS, is home-schooled or has not yet entered the school system. The program also assists children who attend a District private school or child development facility — even if they live outside of the District. All of Early Stages' services are free.

Strong Start, the District's early intervention program run by OSSE, is a District-wide, comprehensive, coordinated, multidisciplinary system that provides early intervention therapeutic and other services for infants and toddlers with disabilities and developmental delays and their families. The federal IDEA, Part C, along with the District of Columbia Public Law 1-2-119, mandate that infants and toddlers with disabilities and their families receive coordinated services early enough to make a difference. These services seek to be flexible, culturally responsive, and most importantly, meet the needs of the child with delays and disabilities and their families.

FACILITY IMPROVEMENT PROGRAMS

Access to Quality Child Care Expansion Grant (A2Q). The A2Q grant aims to increase the supply of ECE services for infants and toddlers, which may include establishing new or expanding existing child development facilities that serve infants and toddlers. The LIIF, with support from OSSE, provides sub-grants for renovation, repair and capital improvements to child development facilities and homes to increase the number of infant and toddler slots in the District.

Early Learning Quality Fund (ELQF). ELQF is a program funded by the Bainum Family Foundation and Reinvestment Fund designed to help licensed early learning providers improve their facilities in an effort to increase the number of safe high-quality facilities. This program is for licensed facilities in wards 7 and 8 that serve infants and toddlers. Through this support, the program aims to add 625 high-quality early learning slots by the end of 2020.

HEALTH AND WELLNESS PROGRAMS

Healthy Tots is a program managed by OSSE's Division of Health and Wellness and provides funding and resources to support child development facilities' ability to offer high-quality wellness programming through resource grants, supplemental meal funding and wellness standards. Healthy Tots supports nutrition education, physical education, gardening, teacher PD and wellness and family engagement.

PREVENTION SUPPORT PROGRAMS

Strong Families Program. The DHS, Family Services Administration, coordinates the Strong Families Program (SFP) Division. This prevention/early intervention support program supports families in the District who are in crisis and experiencing multiple, complex challenges that may lead to individual or family disintegration or separation. Confidential, individual-focused planning and decision-making is completed by staff trained in supporting positive outcomes and using effective approaches.

REFERRAL RESOURCES

DC Child Care Connections. DC CCC is the District's CCR&R and creates an integrated and effective system of supports and services for families, ECE providers and District communities through responsive services and evidence-based supports. These services and supports include, but are not limited to:

- Connecting families with ECE opportunities including educational and financial resources;
- Connecting early childhood education professionals to an array of PD opportunities, including professional memberships and continuing education;
- Providing technical assistance, consultation and coaching to administrators within early childhood development facilities;
- Providing access to a resource-rich CCR&R lending library that allows families and early childhood educators to borrow quality literature and books, digital resources and curriculum resources in person and online; and
- Creating and maintaining collaborative relationships with agencies within the District government.



District of Columbia
Office of the State Superintendent of Education
1050 First Street, NE, Washington, DC 20002

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.

Name	Completion Date	Purpose	Partner	Grant or contract	Source of Funding
Yale University MOMs Initiative	In progress	To provide mental health support to mothers in the TANF program to improve outcomes for both mothers and their child(ren). Administrative data from the pilot phase of the program is being analyzed by Yale to assess the impact of the intervention on reducing depressive symptoms among participants and improving confidence in parenting. ESA evaluates similar impacts of the program internally on an ongoing basis with each cohort.	Yale University	Contract	N/A
Preschool Development Grant	Complete	A cross-agency collaboration to streamline service delivery among families with children birth to age 5. ESA collaborated with OSSE and contracted partners to develop and administer a survey and focus groups to District residents with young children. This information was used to inform this initiative through the creation of a needs assessment and strategic plan. ESA continues to provide unique guidance as it serves low-income children in the District through a mix of resources.	OSSE	Grant Agreement	U.S. Dept. of Health & Human Services
FOOD DESERTS: A GEOGRAPHIC ANALYSIS OF EBT SPENDING PATTERNS	Complete	An analysis of spending patterns among SNAP and TANF customers to understand the geography of food deserts and identify the resource needs of low-income residents across the District. Using EBT transaction data, survey data, administrative data, and publicly available data information about how and where SNAP and TANF customers use their EBT cards, this research provides insight about how ESA customers address their food needs.	DARE	N/A	N/A

UNDERSTANDING CHILDCARE: ITS ROLE FOR FAMILIES ON TANF	Complete	Research to better understand childcare needs and utilization of childcare subsidies among TANF customers. Survey data is being matched with administrative data and data from OSSE to analyze the geographic distribution of childcare centers, objective measures of quality, perceived quality, and barriers to childcare utilization among TANF customers.	DARE	N/A	N/A
2GENERATION METRICS: DEVELOPING AND MEASURING PROGRESS	Complete	An analysis of TANF administrative data and TANF survey data focused on 2Generation issue areas. This includes an examination of adult, child, and household level data to understand the effectiveness of DHS's implementation of the 2Generation approach. This includes and evaluation of key indicators, identified as measures that represent an aspect of each 2Generation "cog".	DARE	N/A	N/A
HUD-funded TA provider, TAC	In progress	We have been receiving technical assistance from a HUD-funded TA provider, TAC, since spring 2020. We recently found out from TAC that this TA will be available to us until May 2023. This includes 1) ad-hoc support based on time-sensitive questions, such as best practices for ISAQ or vaccine distribution; and 2) longer-term projects. TAC has produced a recommendations report for Project Reconnect, a national best-practice scan for centralized intake of single adult homeless systems and is currently working on research and stakeholder engagement around CHAP prioritization.	Technical Assistance Collaborative	N/A	N/A
Homeless Services System Inflow Analysis	Upcoming	We have been receiving technical assistance from Community Solutions – Build For Zero - as part of their Housing Stabilization Learning Cohort. As part of the work, they are advising us on conducting a full inflow analysis of individuals entering the homeless services system to inform our efforts to stem inflow and better coordination with regional governments.	Community Solutions/ Built for Zero	N/A	N/A

Public Health and Homelessness Toolkit for State and Local Health Departments	In Progress	CDC Foundation and CDC DDID Special Populations Unit is compiling a toolkit to assist health departments in responding to the health needs of people experiencing homelessness. This toolkit is a collection of tools, resources, and best practices to assist health departments in better serving people experiencing homelessness in their communities. DC's COVID-19 Peer Educator Program is highlighted as a best practice.	CDC	N/A	N/A
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Your Submission Has Been Received

Print this page

You have submitted the following presentation to the 2020 Research and Evaluation Conference on Self-Sufficiency. Receipt of this notice does not guarantee that your submission was complete or free of errors.

Opportunities and Challenges in Childcare and Early Learning for TANF Families

Meika Berlan, PhD, District of Columbia and Martina Green, Government of the District of Columbia

Tracks

Primary Track

Employment and Mobility in the Labor Market

Secondary Track

Evaluating Social Programs, Building Evidence, and Using Data

Individual Proposal Questions

Title of Presentation (Presentations may be about research studies or take other formats, such as practitioner reflections.)

*

Opportunities and Challenges in Childcare and Early Learning for TANF Families

Organizer Email*

Won-ok.kim@dc.gov

Is this study or project federally funded?*

No

Is the individual giving this presentation an emerging scholar?

*

No

Would you like OPRE to consider supporting your travel and lodging expenses?*

No

Description of Presentation

Overview of the presentation, including context, issues addressed, relevance to conference tracks and audiences, and (if applicable) hypothesis tested and research questions*

The District of Columbia has implemented significant reforms to the TANF program in recent years by investing in a multigenerational approach to serving families on TANF to promote long-term, more permanent self-sufficiency as well as to improve workforce participation. As part of these efforts, the District has focused its attention on childcare and early learning of TANF children. Especially, childcare continues to be a significant impediment, while at the same time provides opportunities for early learning for children. To better understand needs for childcare and early learning, the District administered an online survey for TANF customers. We then matched the survey data with other administrative data, including childcare participation and parents' employment and engagement data. We analyzed the geographic distribution of childcare centers, objective measures of quality, perceived quality, and barriers to childcare utilization. Findings from this study will help the District better understand needs and challenges around childcare and early learning and ultimately create better opportunities for TANF customers. This presentation will provide insight for practitioners and policy makers about the pivotal role of childcare, especially for families receiving public assistance and how it can help family-sufficiency.

Data Sources and Research Methods (if applicable)*

The following data sources have been used for this study:

TANF survey (self-administered) data - includes customers' satisfaction

Child care participation data - includes geographic information of providers, utilization rate and attendance rate

Administrative data from TANF eligibility system and case management system

Used advance data science methodologies, including GIS mapping and other statistical applications.

Key Findings or Summary of Main Points*

Preliminary findings suggests that

2 out of 5 respondents with children 3 years old or younger utilize the childcare voucher; while many others are unaware of the childcare voucher availability

Most parents utilizing the childcare voucher program are satisfied with the quality of services.

Some communities where many TANF families reside lack available childcare facilities.
Most of TANF parents have very strong interest and investment in early learning of their young children but they are often unaware of or do not utilize early learning programs available to them.
Many parents have high expectations and hopes for their children's education and future.
Additional findings on geographic clustering of childcare centers, variation in quality of childcare centers accessed by TANF customers, barriers & opportunities to access childcare and early learning programs, and impact of childcare on other outcomes will be presented.

Have these findings or information been previously presented at another conference?*

No

Travel Support Application

Presenter

Presenter

Meika Berlan, PhD

Email: meika.berlan@dc.gov -- Will not be published

District of Columbia

Biographical Sketch: Meika Berlan is an Applied Research Analyst at the District of Columbia's Department of Human Services (DHS). She leads research about public benefit assistance programs, including survey research, program evaluations, and statistical analyses. In this role she also oversees cross agency collaborations to carry out policy and programmatic research impacting DHS customers. Before joining the District she worked at the National Women's Law Center and Institute for Women's Policy Research where she carried out research about issues that are important to women and children including paid sick days and paid family leave policies, equal pay, and women and girls in STEM, and women and workforce development. She was also the Managing Editor of Social Science Research, an international research journal for the social sciences. Meika earned has a Doctorate degree in Public Policy,

a Master's degree in Nonprofit Management, and a Bachelor's degree in Organizational Communication.

Alternate Contact

Martina Green

Email: martina.green@dc.gov -- Will not be published

Government of the District of Columbia

Biographical Sketch: Martina Green has degrees in psychology/education and nonprofit management. She has worked in the nonprofit/human services field for over 10 years. She has provided advocacy for women in homeless shelters, low-income individuals and families, and has fought issues surrounding societal injustices and inequities. Martina Green has worked for the Dept. of Human Services for the past six years and currently serves as a Strategic Planning Officer for the Economic Security Administration, where she helps plan and implement key strategic initiatives for the TANF program, and supports the agency and District residents achieve family stability and economic security goals.

To access your submission in the future, use the direct link to your presentation from one of the automatic confirmation emails that were sent to you during the submission.

Or click on </acf/reminder.cgi> to have that URL mailed to you again.

Use the following credentials to log in:

Username: 1539

Password: 838795

You may make changes up until the final deadline, **Friday, September 6, 2019**. You DO NOT need to go through all of the submission steps in order to change one item. If you want to change the title, for example, just click "Proposed Presentation" in the presentation control panel and submit the new title.

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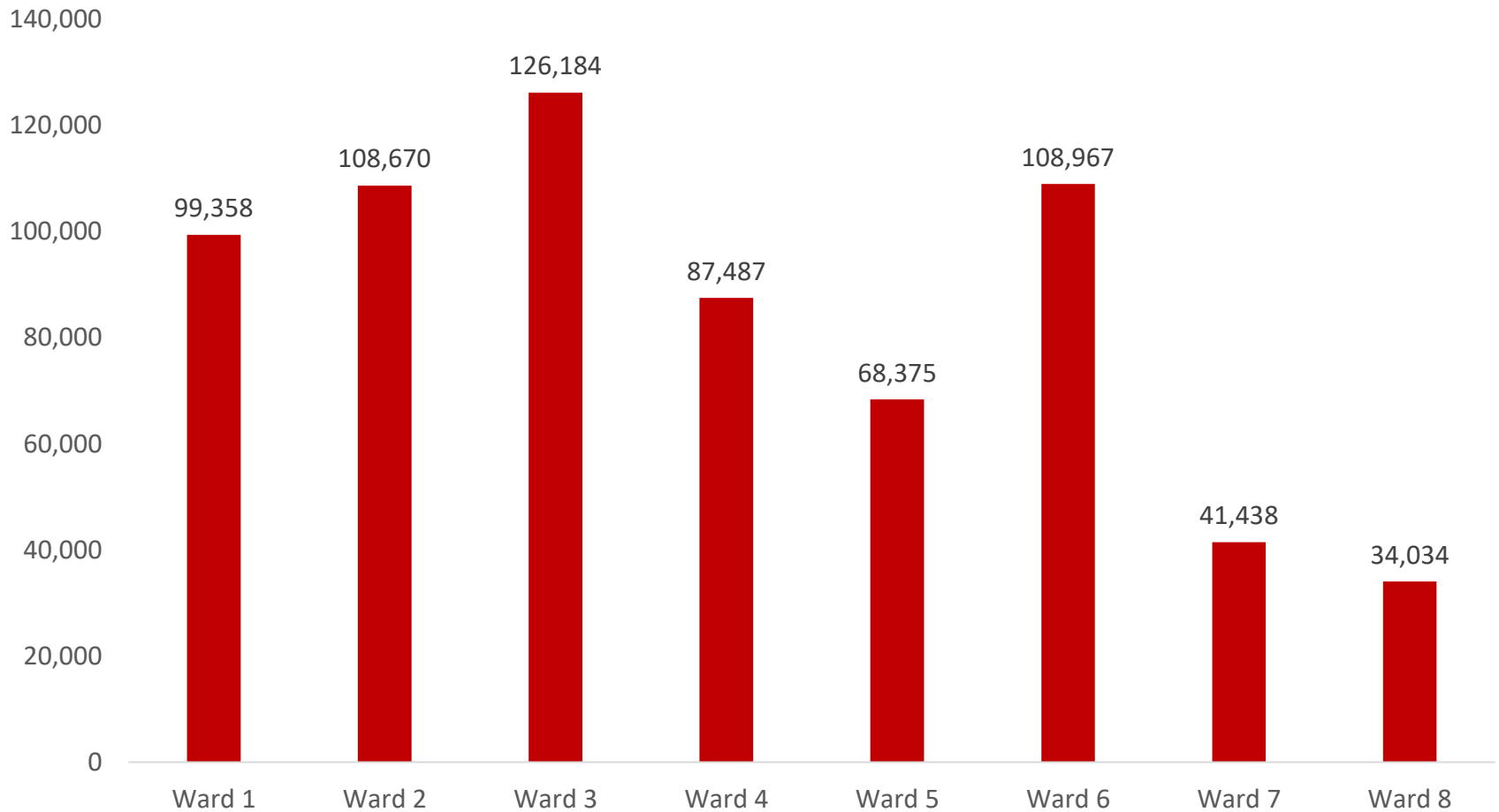
DC Department of Human Services

Food Deserts and EBT Spending Patterns of SNAP Customers in DC

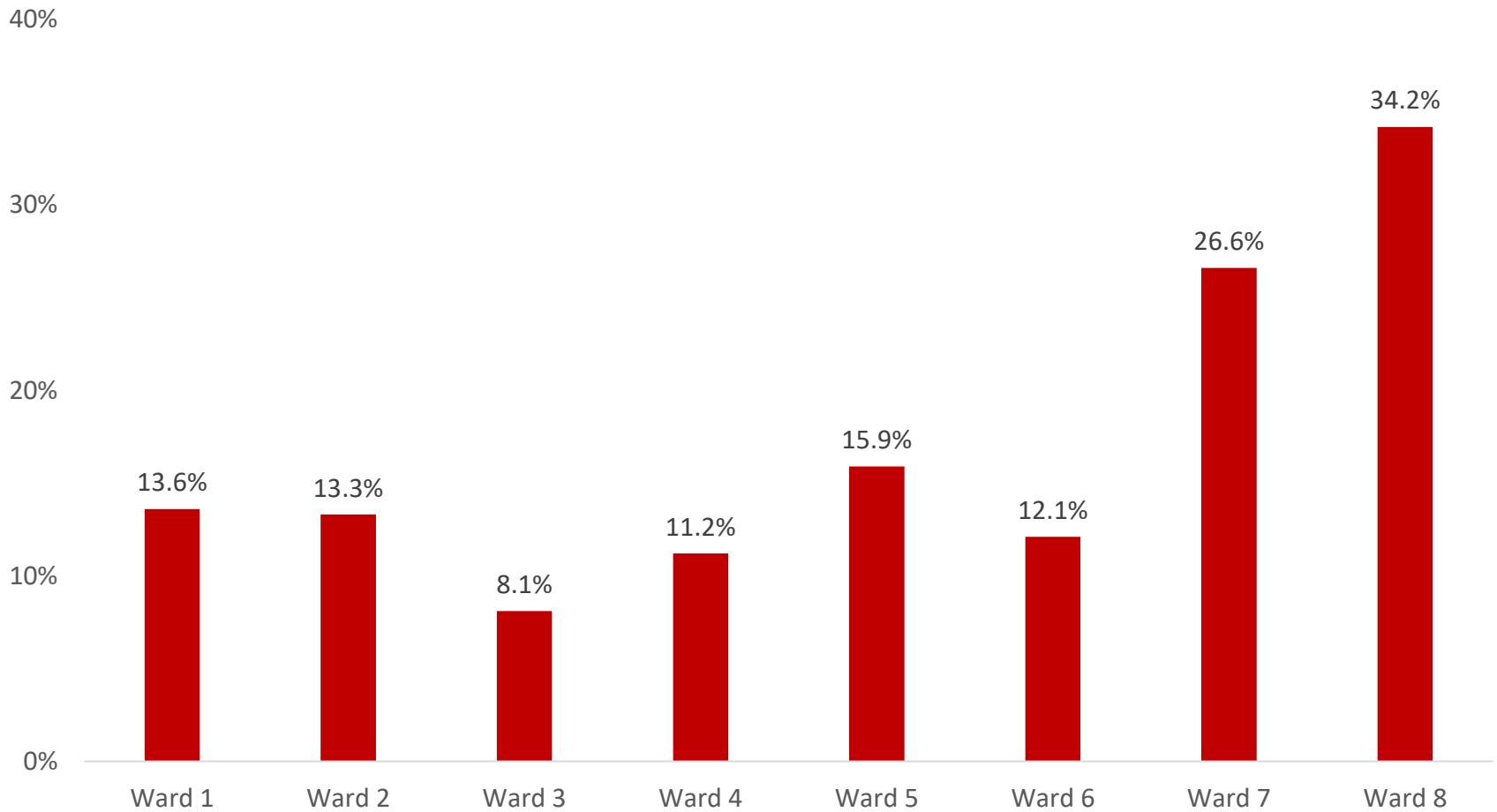
Washington, DC

- Population is approximately 700,000
 - City is divided in to 8 wards, and a lot of this analysis is ward based
- Higher per capita personal income than any state, but 20% of households earn less than \$25,000 per year
 - Wealthy city, but high concentrations of poverty

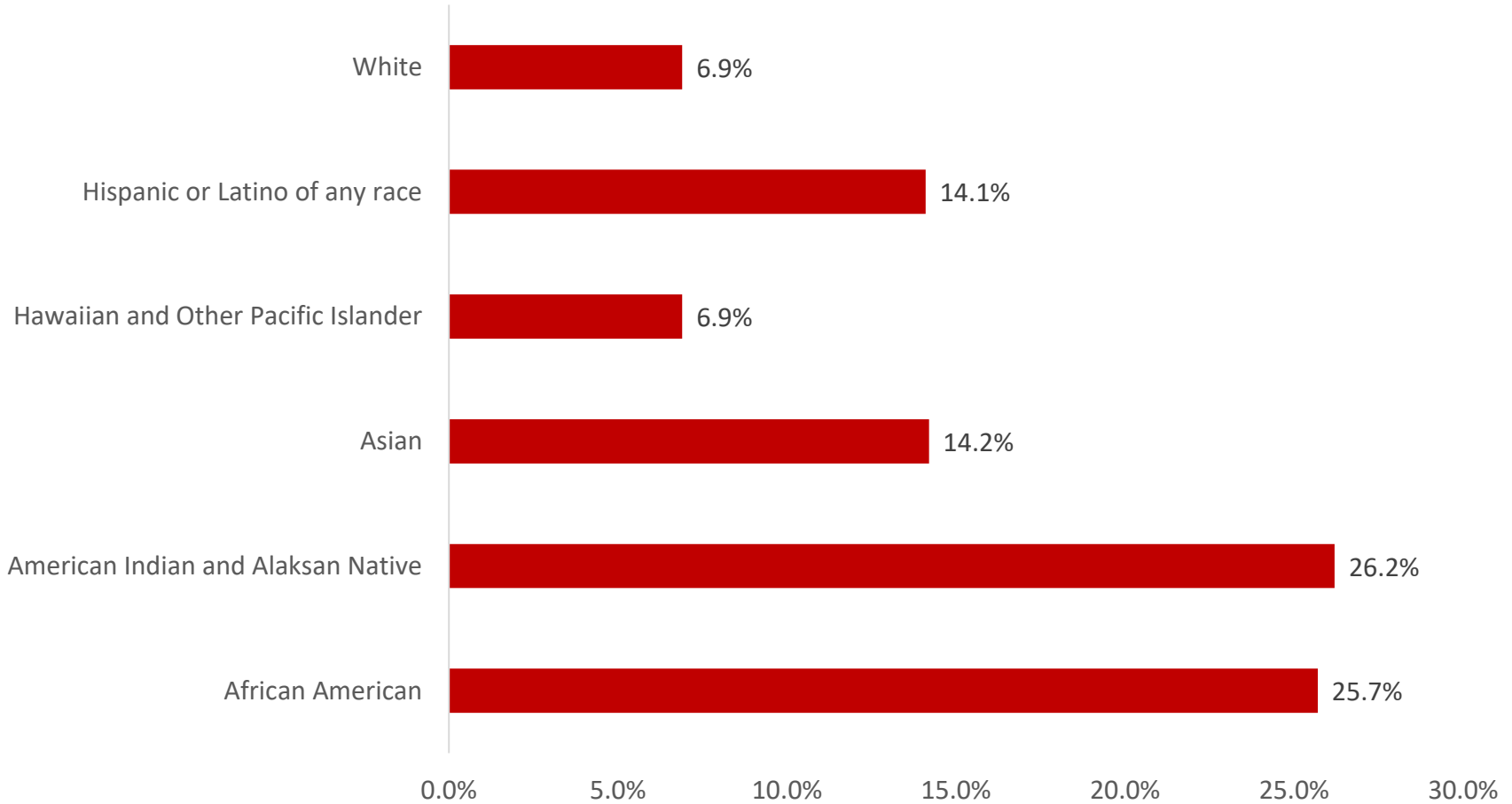
Median Household Income



Poverty Rate



Poverty Rate by Race/Ethnicity

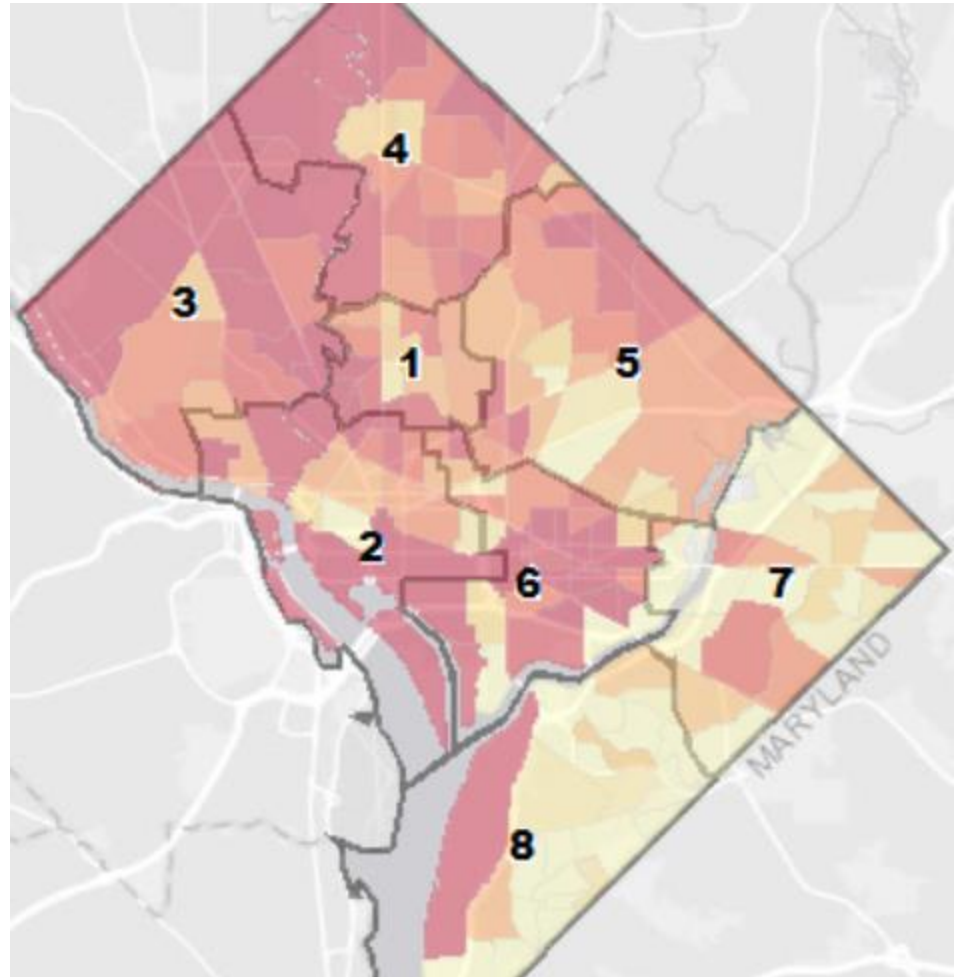
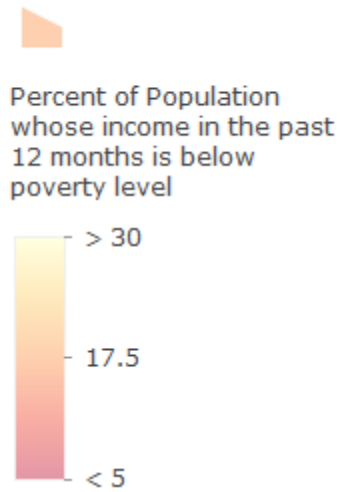


DC Department of Human Services

- DHS is responsible for managing SNAP, TANF, and other benefits programs as well as eligibility for Medicaid
 - SNAP monthly caseload average of about 65,000 households, or about 110,000 residents
 - TANF monthly caseload average of about 13,000 households, or about 35,000 residents
 - Medical assistance monthly caseload average of about 285,000 residents

2018 ACS Poverty Rate

2018 ACS Poverty Rate



SNAP EBT Retailers

- Stores are divided into 17 categories
- Broke into three categories based on food inventory and/or availability
 - Large Inventory: Large Grocery Store, Super Store/Chain Store, Supermarket
 - Medium Inventory: Medium Grocery Store, Small Grocery Store
 - Small Inventory/Limited Availability: Combination Grocery Store/Other, Convenience Store, Farmers' Market, Specialty Stores (e.g., bakery or butcher)

2018 ACS Poverty Rate and SNAP EBT Retailers

Small Inventory



Medium Inventory



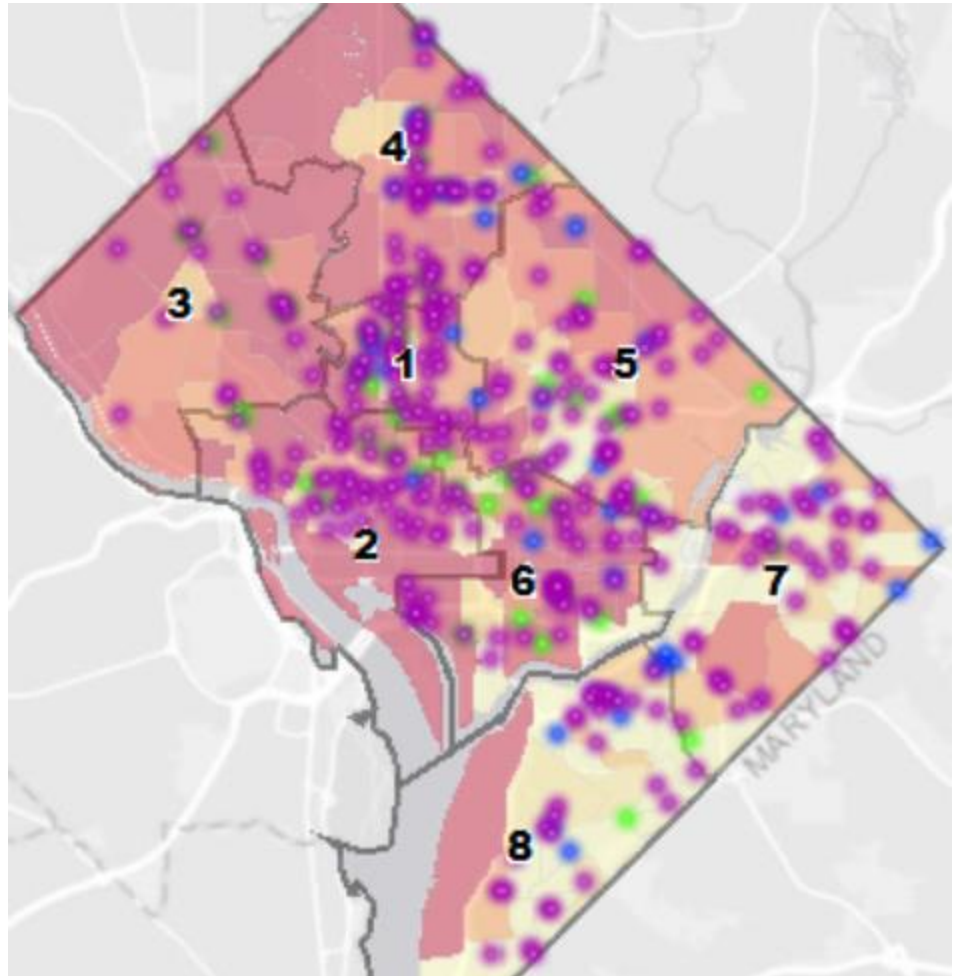
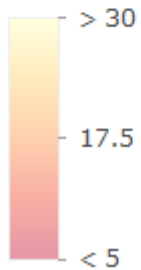
Large Inventory



2018 ACS Poverty Rate



Percent of Population whose income in the past 12 months is below poverty level



2018 ACS Poverty Rate and SNAP EBT Retailers

Small Inventory
(excluding Convenience Stores)



Medium Inventory



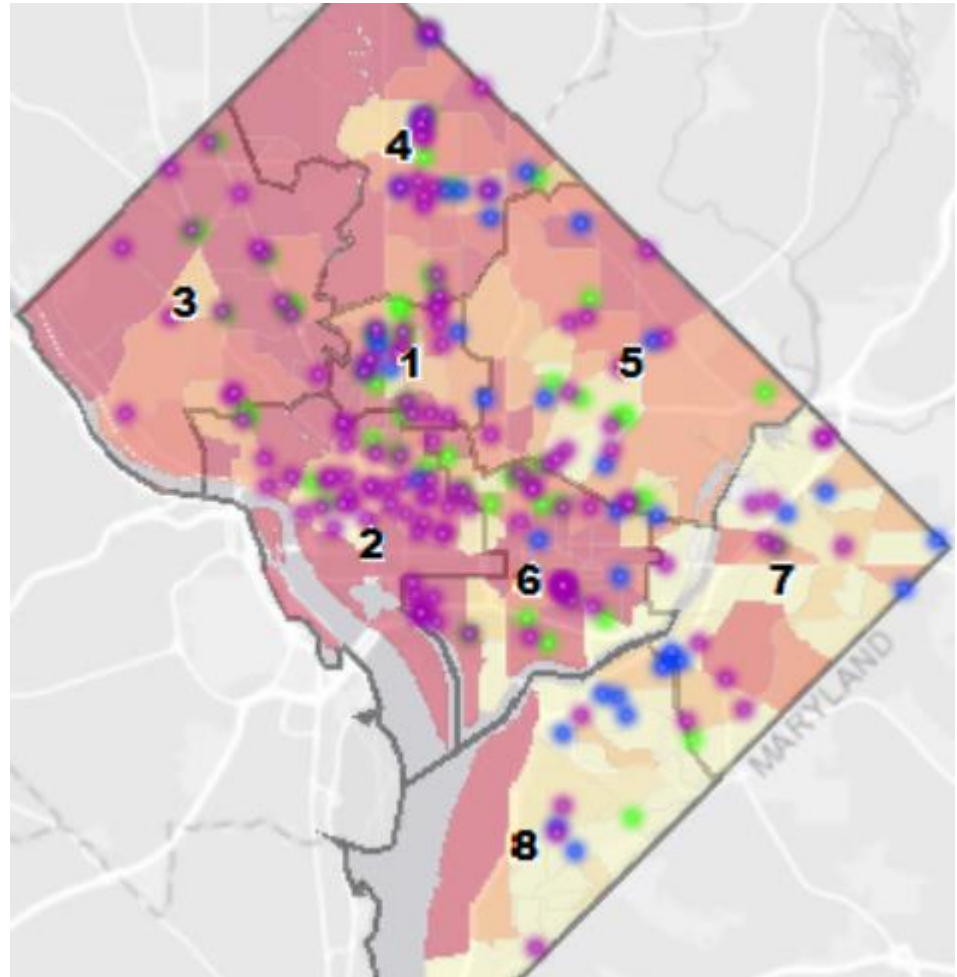
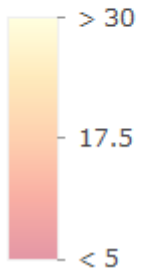
Large Inventory



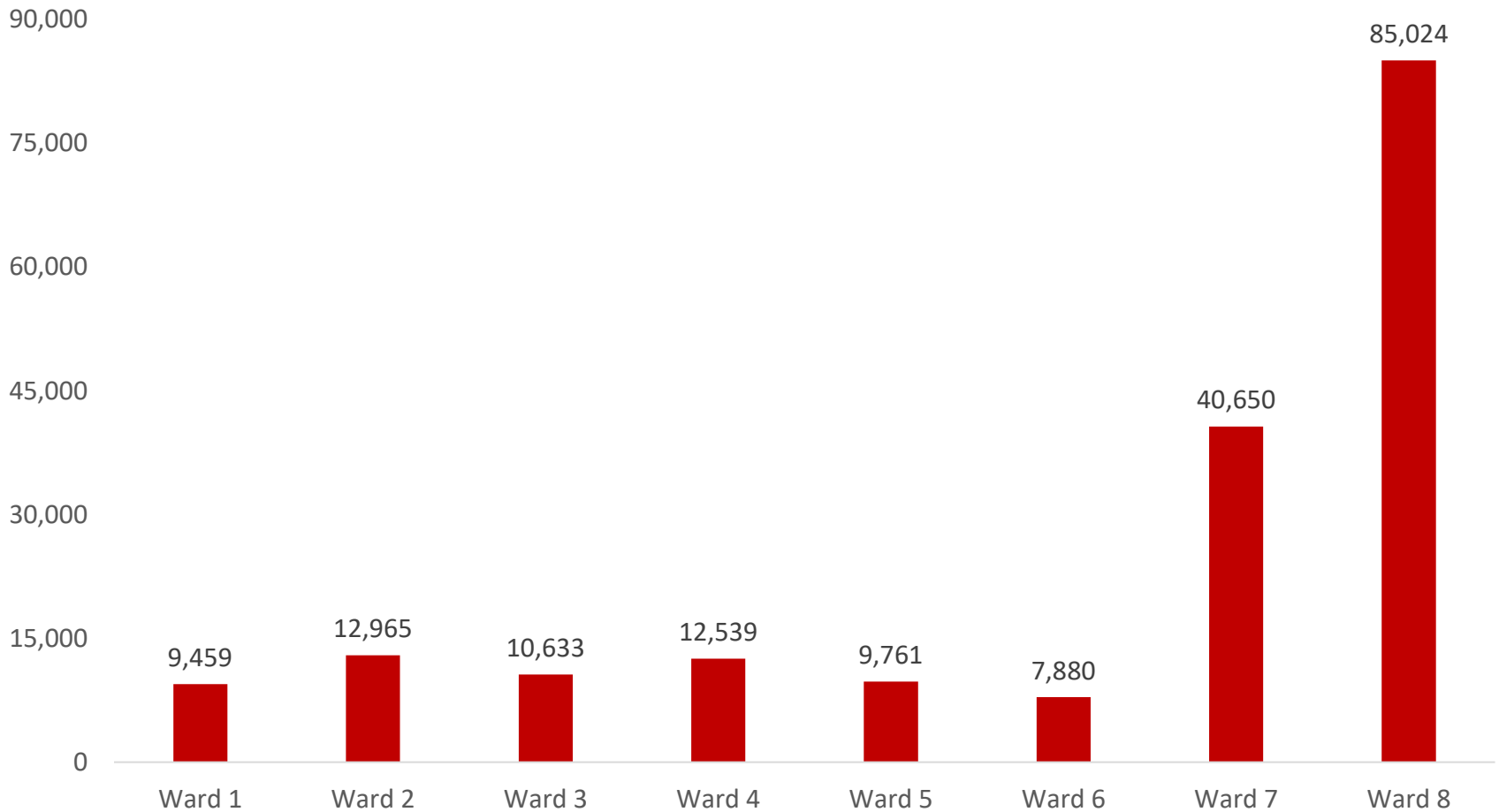
2018 ACS Poverty Rate



Percent of Population whose income in the past 12 months is below poverty level



People per Large Inventory Store



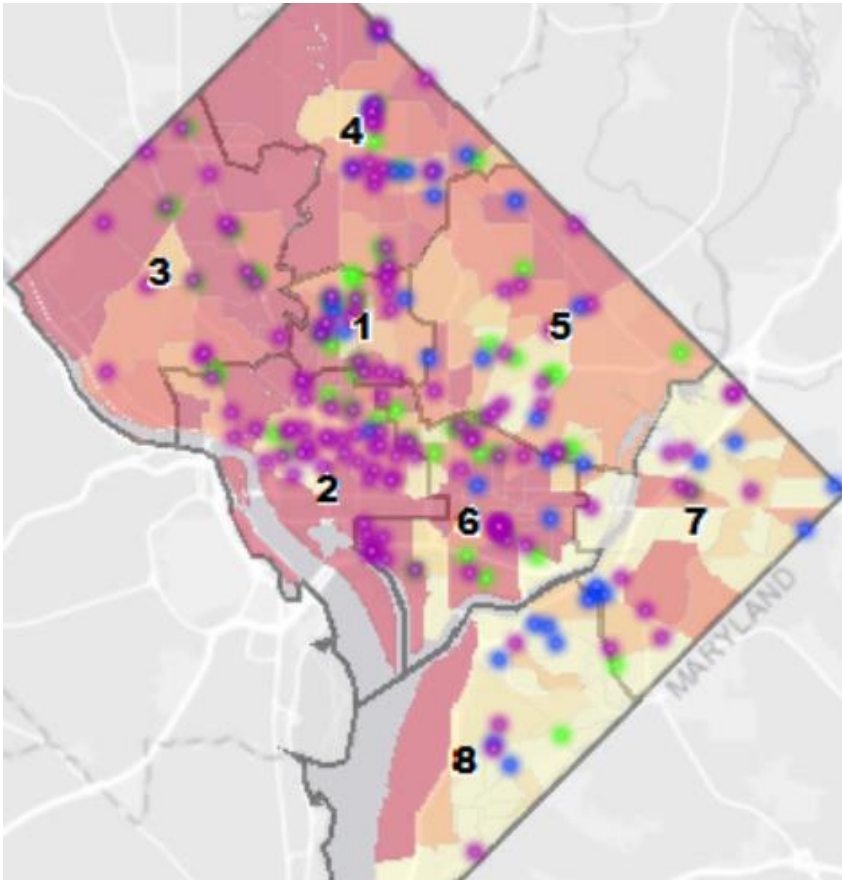
EBT Transaction Analysis

- EBT Transactions for FY18 (October 2017 to September 2018)
 - Can see merchant information and some transaction details, but not specifics of purchases (i.e., can see someone went to Target and spent \$18, but cannot tell what they bought)
- 6.9 million SNAP EBT transactions
- \$191.5 million in SNAP benefits spent

SNAP Households

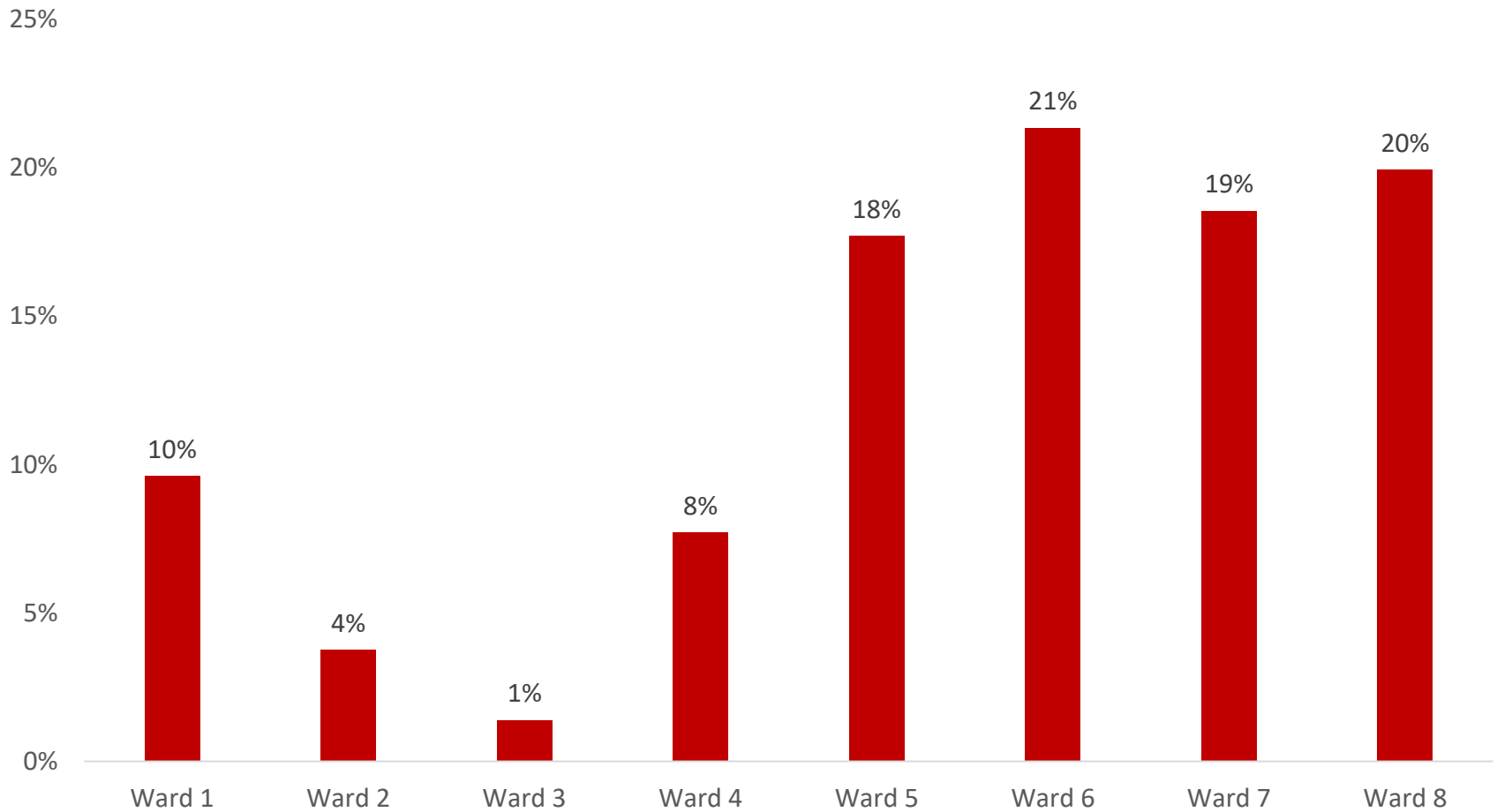
	Number of SNAP Households	Percentage of Total Benefits Issued	Average Benefit Amount
Ward 1	9,803	11%	\$424.42
Ward 2	6,093	7%	\$282.78
Ward 3	1,169	1%	\$230.64
Ward 4	10,371	12%	\$429.29
Ward 5	12,083	14%	\$546.50
Ward 6	12,111	15%	\$440.13
Ward 7	13,431	16%	\$801.35
Ward 8	19,131	24%	\$902.53

Average Distance to Transaction

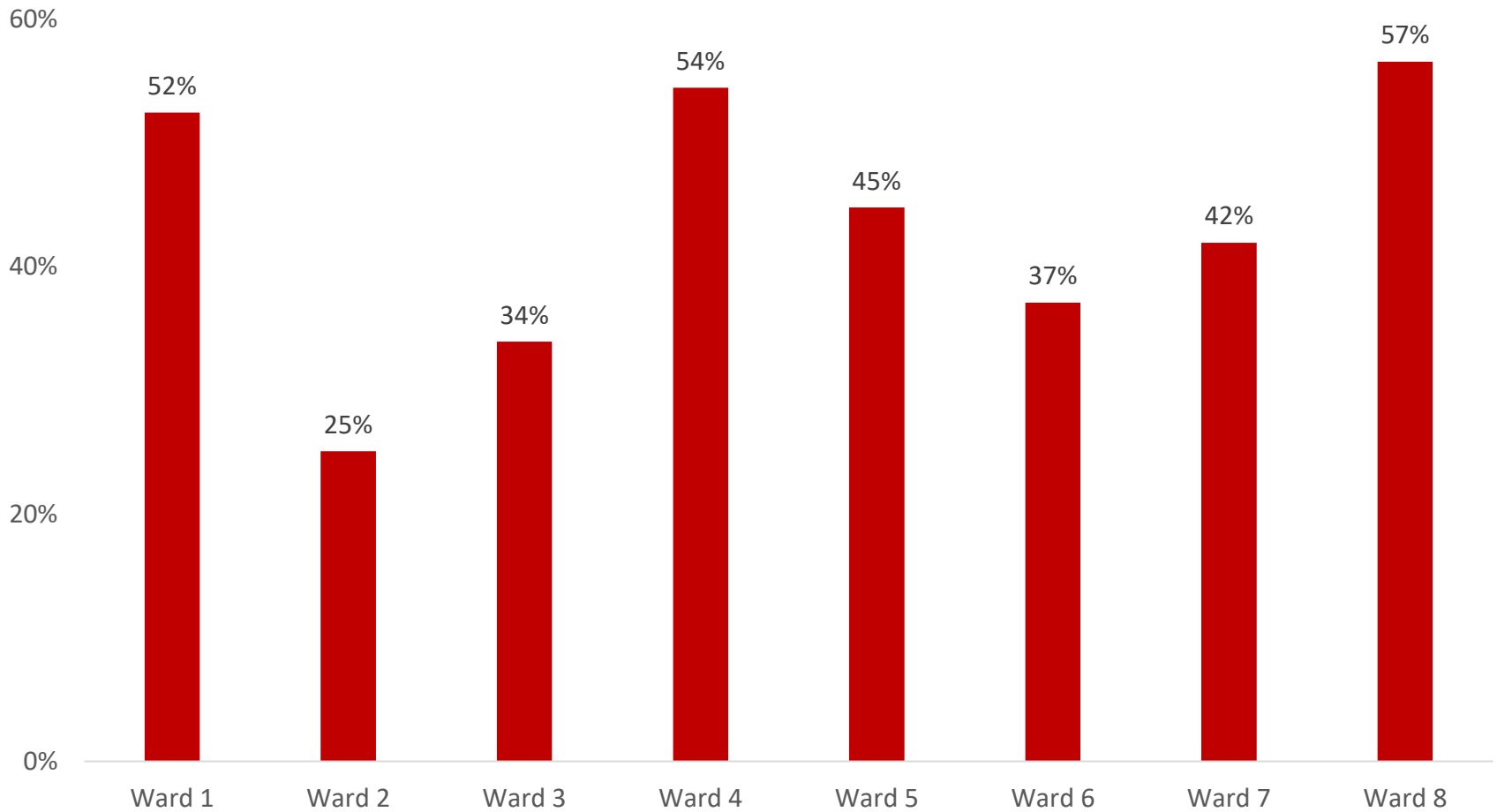


	Within Ward	Another Ward	Average Distance
Ward 1	0.3	3.8	2.3
Ward 2	0.4	3.6	3.2
Ward 3	0.5	5.3	3.5
Ward 4	0.6	4.7	3.2
Ward 5	0.7	2.7	1.7
Ward 6	0.6	2.5	1.6
Ward 7	0.8	3.7	2.2
Ward 8	0.8	4.0	2.3

Transactions By Ward

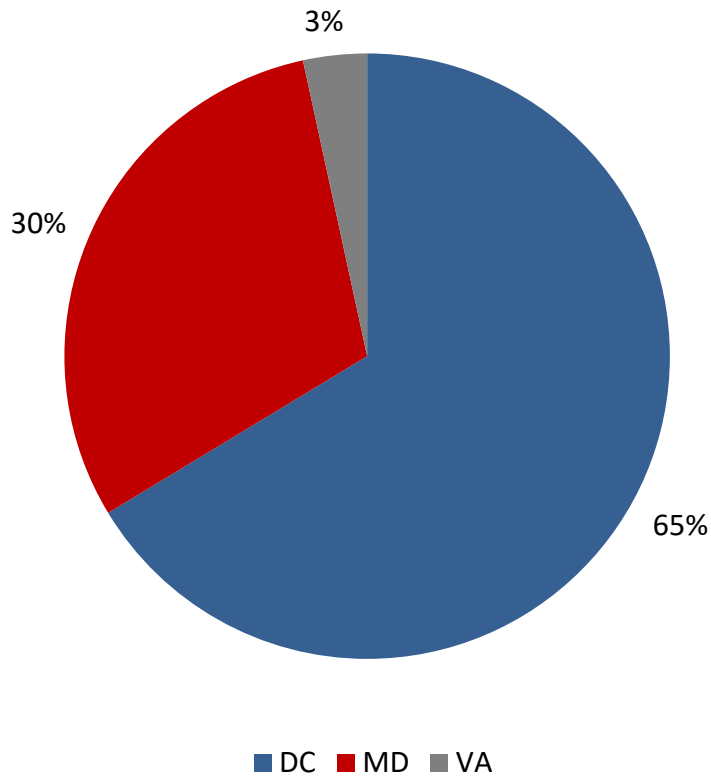


Ward Resident Transactions

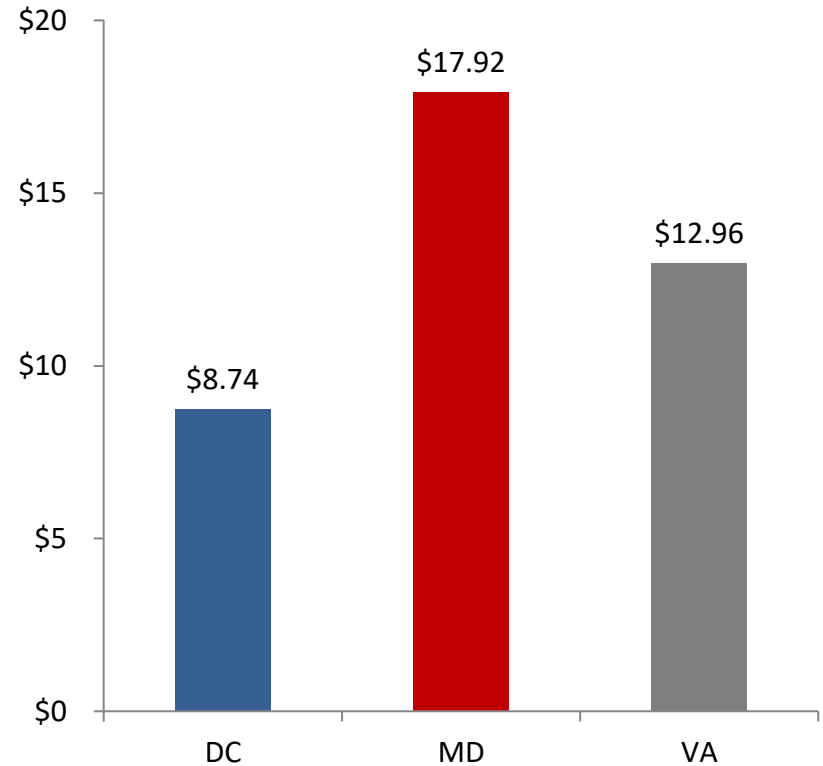


EBT Transactions by Location

SNAP transactions percentage of total by state

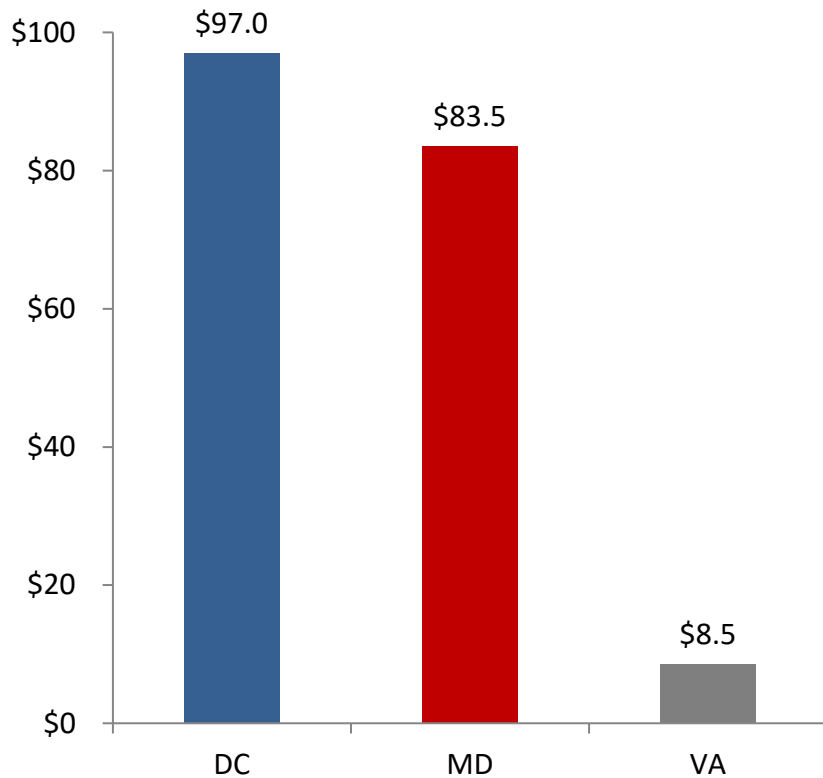


SNAP transactions average dollar amount by state

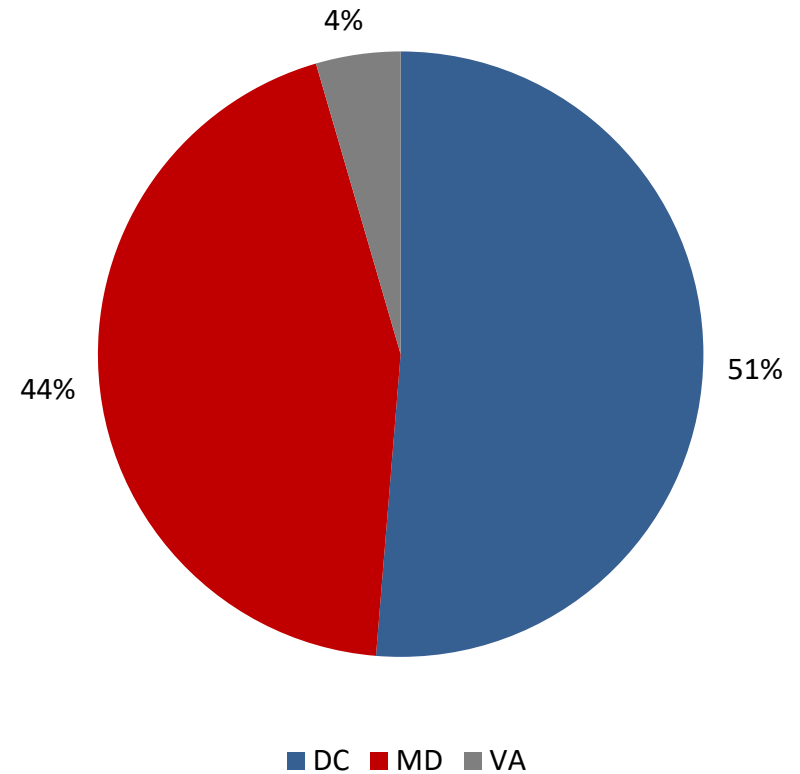


EBT Spending by Location

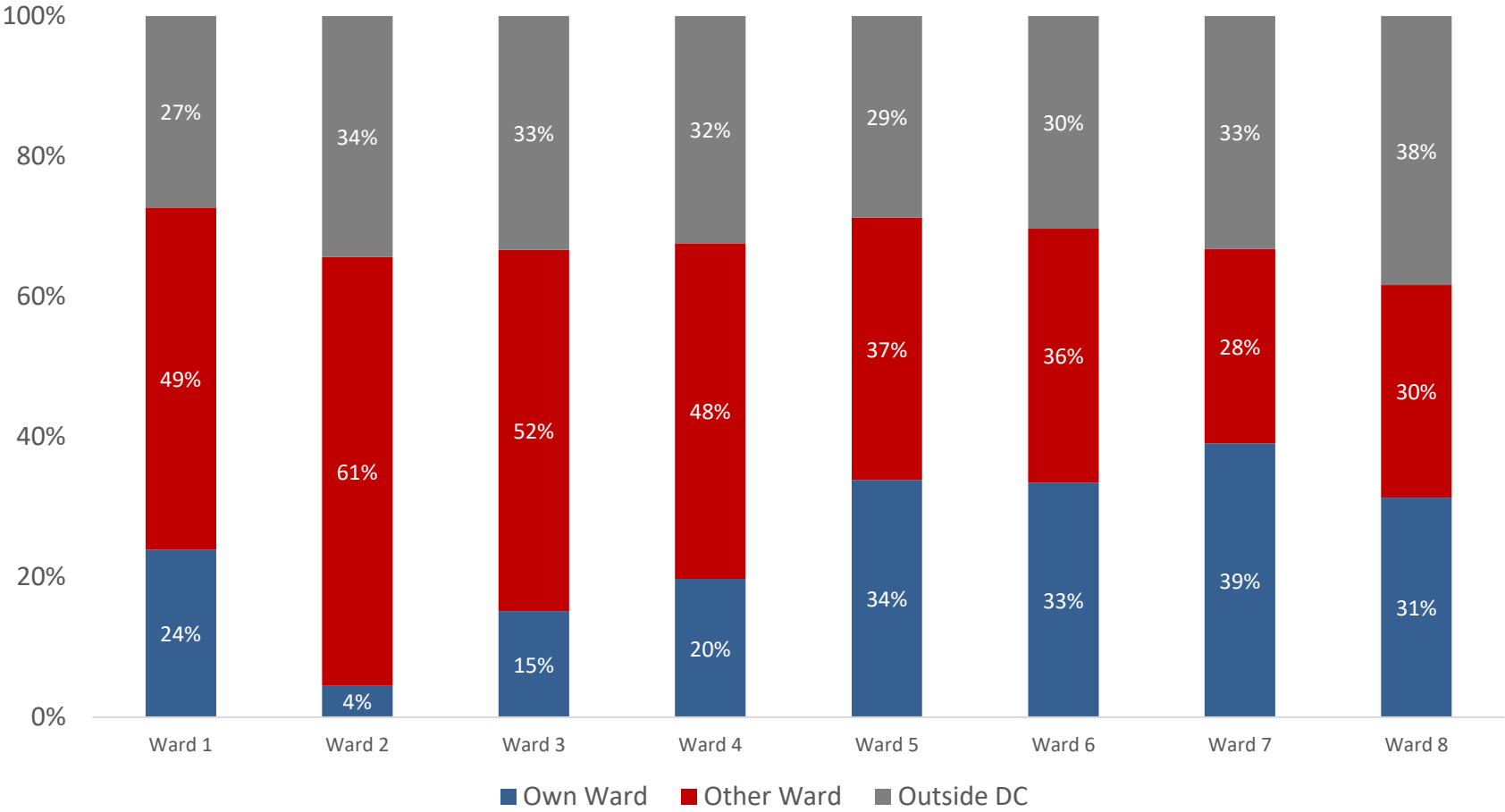
SNAP purchasing by state
(in millions)



Percentage of SNAP purchasing
by state



EBT Spending by Location



Findings

- Wards 7 and 8 have very limited access to stores with large food inventories within their ward
- Customers in Wards 7 and 8 travel the furthest for transactions within ward but are about average for DC for overall transactions
- However, customers in Ward 7 and 8 average more transactions and spend more within their ward than other wards

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

<i>Name</i>	<i>Purpose</i>	<i>Group Type (Task force, committee, advisory board, membership organization)</i>	<i>Partner(s)</i>
American Public Human Services Association	The American Public Human Services Association (APHSA) is a bipartisan, nonprofit membership organization representing state and local health and human service agencies through their top-level leadership, ultimately supporting the health and well-being of all children and families and that lead to stronger communities.	Membership Organization	N/A
DC Health Information Exchange Policy Board	The DC Health Information Exchange Policy Board provides recommendations on the secure and protected exchange of health information in the District.	Advisory Board	DMHHS cluster agencies; DC Hospitals; Medicaid MCOs; Healthcare Providers
DC Upward Mobility Project Interagency Group	Goals of the project are to define upward mobility and identify current racial/ ethnic inequities, determine how existing programs and policies hinder or advance upward mobility, engage impacted residents and community organizations, and develop and implement a mobility action plan to coordinate ongoing efforts.	Committee	DMPED and OP are leads, over 10 additional DC government agencies that have programming connected to upward mobility participate

Workforce Investment Council	The District’s Workforce Investment Council (WIC) is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system. Members of the WIC include representatives from the private sector, local business representatives, government officials, organized labor, youth community groups, and organizations with workforce investment experience.	Membership Organization	WIC staff under DME convene, with a majority of members being private sector business leaders. Other members include organized labor, community organizations, business associations, the DC Council, and the following agencies in addition to DHS: DOES, DDS, OSSE, and DMPED.
Aspen Institute DC Ascend Network Partners Collaborative	The group’s objectives are to deepen the understanding of two generation (2Gen) key components of well-being, lift up best practices for 2Gen approaches to health including mental and well-being, foster collaboration among practitioners, policymakers, and philanthropists and identify tools and resources to strengthen efforts and increase impact, and provide an opportunity for DC Ascend Network Partners to collaborate.	Membership Organization	Led by Ascend at the Aspen Institute, the group includes representatives from many community organizations and CFSA in addition to DHS.
OCME Child and Infant Fatality Review Committees (CFRC and IMRT)	Child and Infant Fatality Review committee is a multidisciplinary body based in DC whose aims are to identify and review child and infant death and address opportunities to systematically improve care in a	Committee/MOTA appointment required	Led by OCME: DHS, OCME, DYRS, OAG, CFSA, DBH, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, DC Hospitals, DMPED, and

	effort reduce risks by providing recommendations, bring down child and infant fatality rates and improve the well-being of families.		appointed community members.
OCME Maternal Mortality Review Committee (MMRC)	Maternal Mortality Review committee is a multidisciplinary body based in DC whose aims are to identify and review each maternal death and address opportunities to systematically improve care in a effort reduce risks and bring down maternal mortality rates.	Committee/MOTA appointment required	Led by OCME: DHS, DYRS, OAG, CFSA, DOH, DBH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, DC Hospitals, DMPED, and appointed community members.
DBH Behavioral Healthcare Planning Council (BHPC)	The BHPC serves as an advisory body to the Department of Behavioral Health (DBH) to assist in the planning, quality improvement and implementation of behavioral health services throughout the District of Columbia. BHPC members play an important role in setting behavioral health priorities for D.C.	Membership/Advisory Council	Led by DBH: DHS, OCME, DYRS, OAG, CFSA, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, DMPED, and appointed community members.
HHS's Thriving Families Safer Children Statewide Steering Committee (TFSC)	Conceived from a national initiative derived by Health and Human Services (HHS)/Children's Bureau/Administration Children and Families (ACF) and Casey Family Programs, the Center for Disease Control (CDC), and Prevent Child Abuse America. This network will	Committee	Led by Health and Human Services (HHS)/Children's Bureau/Administration Children and Families (ACF) and Casey Family Programs, the Center for Disease Control (CDC), and Prevent Child Abuse America: Nationwide

	enhance states' work by bringing together a collaborative cohort of state leaders committed to enhancing child and family well-being, allowing them to work together on ways to assess state needs, explore challenges impacting multiple states, and strategize on results driven improvements.		child abuse and neglect agencies. Local DC agencies DHS, CFSA and appointed community members with lived experiences.
CFSA's Thriving Families Strengthening Communities Local Steering Committee renamed as Keeping DC Families Together. (TFSC to KDFT)	In 2021, the Thriving Families, Safer Children Steering Committee was formed from the CFSA city-wide Prevention Work Group, which has been working to support family strengthening and stabilization since 2018. The Steering Committee engages leadership and staff across DC agencies, community leaders, advocates and individuals with lived experience and serves as the vehicle through which CFSA is helping to create a new Child and Family Well-Being System for DC.	Committee	Led by CFSA, DHS, DYRS, OAG, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, Hospitals, DMPED, and appointed community members with lived experiences.
CFSA's Local Thriving Families Safer Children Warmline Sub-Committee (TFSC to KDFT)	The warmline will be separate from the CPS hotline and will be supported and crafted by community responders, providers, advocates and people with lived experiences.	Sub-Committee	Led by CFSA: DHS, DYRS, OAG, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, Hospitals, DMPED, Collaboratives/FSS and appointed community

			members with lived experiences.
CFSA’s Local Thriving Families Safer Children Impact Evaluation Sub-Committee (TFSC to KDFT)	This sub-committee focuses on the assessment of candidate target populations, review evidence-based models and establishment of CQI data review.	Sub-Committee	Led by CFSA: DHS, OCME, DYRS, OAG, CFSA, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, Hospitals, DMPED, Collaboratives, FSS, and appointed community members with lived experiences.
CFSA’s Local Thriving Families Safer Children Diversity Equity, Inclusion and Belonging (DEIB) Sub-Committee (TFSC to KDFT)	This group strives to identify people with lived experiences and create new equitable approaches to serve youth and families as it relates to prevention of child abuse and neglect.	Sub-Committee	Led by CFSA: DHS, OCME, DYRS, OAG, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, Hospitals, DMPED, and appointed community members with lived experiences.
CFSA’s Mayor’s Child Abuse and Neglect (MCCAN)	The Mayor’s Advisory Committee on Child Abuse and Neglect (MACCAN) counsels the Mayor of the District of Columbia on child abuse and neglect. This collaborative, advisory body, addresses prevention, early intervention, treatment, and sources of permanency (i.e., reunification, guardianship, kinship care, adoption, and related child welfare issues).	Advisory Committee	Led by CFSA: DHS, OCME, DYRS, OAG, CFSA, DOH, DCHA, DCHF, DCPS, DOES, DDS, OSSE, Collaboratives, Hospitals, DMPED, and appointed community members with lived experiences.

OCME Opioid Fatality Review Board	<p>The OFRB will focus on reducing these deaths by conducting case reviews of opioid overdoses, informing stakeholders, and recommending evidence-based policies, practices, and implementing programs. Through case reviews of fatal opioid overdoses, the OFRB is responsible for recommending systematic changes to improve the social determinants of health among District residents.</p>	Review Board	<p>Led by OCME: DC Health, FEMS, DBH, health care professionals, and appointed community members with lived experience.</p>
Housing Stabilization Learning Cohort	<p>An innovation cohort of 7 communities across the country brought together by the Built for Zero national movement to end homelessness. Each member is striving to co-create models that coordinate and target inflow into literal homelessness and advance racial equity over 2 years.</p>	Learning Cohort	<p>Led By: Community Solutions - Built for Zero Movement: ICH, TCP, other state governments</p>
The DC Interagency Council on Homelessness	<p>The ICH was established by the Homeless Service Reform Act, for the purpose of facilitating interagency, cabinet-level leadership in planning, policymaking, program development, provider monitoring, and budgeting for the Continuum of Care of homeless services. DHS serves on many different committees and</p>	Council	<p>Led By: EOM/ICH: DHS, TCP, DBH, DOES, Dc Health, homeless service providers, advocates, and individuals with lived experience,</p>

	<p>subcommittees on the ICH including Emergency Response and Shelter Operations, Strategic Planning, Singles System Working Group, Family System Working Group, Youth</p>		
<p>Interagency Committee on Racial Equity</p>	<p>The ICRE provides ongoing support, guidance, and feedback on the work products of the Office of Racial Equity (ORE). Members of the ICRE provide feedback on the successful development and implementation of racial equity action plans, tools, and resources. This includes communicating the goals of ORE and assisting the office with the development of guidance material that will support DC government agencies with the implementation of racial equity operational and budgetary activities.</p>	<p>Committee</p>	<p>Led by ORE: HSEMA, CFSA, DACL, OCTO, DCPL, DGS, DSLBD, OCFTME, DPW, DDOT, OP, DOC, DOES, DOH, DFHV, DOEE, CAH</p>

HSMU Reference Id	Allegation/Complaint - Location of Incident
80419	Catholic Charities, New York Avenue, 1355 New York Avenue, NE, Washington, DC
90217	Catholic Charities, Harriet Tubman, 1910 Massachusetts Avenue, SE, Washington DC
92349	Catholic Chairities, Adams, Place Shelter
92352	Pat Handy Place for Women
90979	Other
91064	Catholic Chairities, New York Avenue, 1355 New York Avenue NE, Washington, DC
92358	Covenant House, Righst of Passage II, Transitional Housing
91811	Catholic Chairities, New York Avenue, 1355 New York Avenue NE, Washington, DC
92132	Other
92355	Catholic Charities, Harriet Tubman
92359	CCNV
92419	Catholic Chairities, New York Avenue
92928	Catholic Chairities, 801 East
HSMU-2022-1497	New York Ave. Men's Shelter 1355 New York Ave., NE
93884	Other, PSH Scattered Site
94250	DC Bid and Pathways to Housing, Downtown Day Center
94531	64 New York Avenue
94738	CCNV
95276	Other
HSMU-2022-1521	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU-2022-2377	DHS - Downtown Day Center (DC Bid and Pathways to Housing), New York Av
HSMU--1507	Other
95525	Other
HSMU-2022-1503	Other
95901	Pat Handy Place for Women
HSMU-2022-1465	Catholic Charities,Mulumba House,621 Rhode Island Ave. NW
HSMU-2021-5743	1910 Massachusetts Avenue
HSMU--2799	Other
HSMU-2022-2705	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU--1449	Other
HSMU-2022-2808	Catholic Charities,Mulumba House,621 Rhode Island Ave. NW
HSMU-2022-2984	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU--3098	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2022-3311	Sasha Bruce Youthworks,Sasha Bruce Youthworks,Scattered Sites
HSMU-2020-3530	King Greenleaf Recreation Center, Hypothermia Shelter, 201 N Street SW
HSMU-2020-3529	DHS - Virginia Williams Family Resource Center - 920 Rhode Island Avenue, N
HSMU-2020-3528	10th and U St NW
HSMU-2020-3527	DHS
HSMU-2020-3526	Other
HSMU-2020-3525	1217 Good Hope Road SE
HSMU-2020-3524	4 Atlantic St SW
HSMU--3523	New Endeavors by Women, New Journeys – 611 N, Street NW

HSMU--3522	House of an employee
HSMU--3629	N Street Village Patricia Handy Shelter
HSMU-2020-3628	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2021-3625	Email to employee
HSMU-2022-3703	CCNV 425 2nd street NW
HSMU-2022-3697	810 5th Street, NW (Patricia Handy Legacy)
HSMU-2022-3695	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU-2022-3689	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2022-3687	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2022-3686	Other
HSMU-2022-3683	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2022-3682	810 5th Street, NW (Patricia Handy Legacy)
HSMU-2022-3681	Catholic Charities,1355-57 New York Avenue
HSMU--3680	DHS - Headquarters - 64 NY Avenue, NE
HSMU-2022-1470	CCNV 425 2nd street NW
HSMU--3729	810 5th Street, NW (Patricia Handy Legacy)
HSMU-2022-3728	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-3727	New Endeavors by Women,NEW Endeavors ,611 N, Street NW
HSMU--3432	Wanda Alston Foundation, Wanda Alston House
HSMU-2022-3819	TCP - Sargent Road
HSMU--3771	Other
HSMU-2022-3870	Harriett Tubman Shelter for Women
HSMU-2022-3865	Harriett Tubman Shelter for Women
HSMU-2022-3863	Other
HSMU-2022-3987	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-3488	New Endeavors by Women,NEW Endeavors ,611 N, Street NW
HSMU-2021-4022	16th St NW
HSMU-2022-4119	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-4108	Wanda Alston Foundation, Wanda Alston House
HSMU-2022-4181	Other
HSMU-2022-4449	Other
HSMU--4440	Other
HSMU-2022-4438	Catholic Charities,1355-57 New York Avenue
HSMU-2022-4437	DHS - Headquarters - 64 NY Avenue, NE
HSMU-2022-4436	DHS Service Center - Congress Heights - 4094 South Capitol Street, SW
HSMU-2021-4432	Other
HSMU-2021-4427	home
HSMU--4426	Other
HSMU-2022-4420	4607 Connecticut Avenue NW Apt #611
HSMU-2021-4418	1109 South Capitol Street SW
HSMU-2021-4417	Washington, DC
HSMU-2021-4414	2231 Nicholson St. Washington, DC 20020
HSMU-2020-4412	1917 Bladensburg Rd. NE Washington, DC 20002
HSMU--4410	Other
HSMU-2021-4402	_other
HSMU-2021-4399	1700 Rhode Island Ave
HSMU-2021-4396	Other

HSMU-2021-4394	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2021-4392	National Center for Children and Families, Short Term Family Housing (STFH),
HSMU--4391	Other
HSMU-2021-4390	645 H Street NE
HSMU-2021-4389	House of Ruth - Three Sisters
HSMU-2021-4388	Washington, DC
HSMU--4387	Other
HSMU--4386	Other
HSMU-2021-4385	Other
HSMU--4382	Other
HSMU-2021-4380	Other
HSMU-2022-4345	N Street Village, Erna's House
HSMU-2022-4344	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU--4552	Other
HSMU-2022-4529	Metropolitan Education Solutions, PSH Families
HSMU--4383	Other
HSMU--4606	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2022-4604	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-4603	CCNV 425 2nd street NW
HSMU-2021-4601	New Endeavors by Women,NEW Endeavors ,611 N, Street NW
HSMU--4600	Other
HSMU--4598	SMYAL, Roman's House, Youth Transitional Housing
HSMU-2021-4595	Covenant House Washington,Rights of Passage,Scattered sites
HSMU--4594	Casa Ruby: Casa Ruby II (Crisis Beds), 641 Gallatin Street NW WDC 20011
HSMU-2021-4593	1217 Good Hope Road SE
HSMU-2021-4591	Washington, DC
HSMU-2021-4590	DC Doors, Zoe's Doors (Youth Drop-In Center), 900 Rhode Island Avenue, NE
HSMU--4588	Other
HSMU-2021-4587	Other
HSMU-2021-4585	New York Ave. Men's Shelter 1355 New York Ave., NE
HSMU-2021-4583	Other
HSMU-2021-4582	Latin American Youth Center, EHP, Scattered Sites
HSMU-2021-4580	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU--4578	2001 Mississippi Ave SE Washington, District of Columbia 20020
HSMU-2021-4576	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2021-4575	Other
HSMU--4071	Other
HSMU--3483	Other
HSMU-2022-4774	CCNV 425 2nd street NW
HSMU--4730	Other
HSMU--3437	DHS - Permanent Supportive Program - Direct Services
HSMU--3433	DHS - Rapid Re-Housing Program - Direct Services
HSMU--4819	810 5th Street, NW (Patricia Handy Legacy)
HSMU-2022-4901	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-4903	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-4996	Coalition for the Homeless,Valley Place 1355-57 Valley Place SE
HSMU-2022-4967	810 5th Street, NW (Patricia Handy Legacy)

HSMU-2022-5088	1313 New York Avenue NW
HSMU--5070	Other
HSMU-2022-5063	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-5060	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-5059	N Street Village, Erna's House
HSMU--5057	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-5052	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-4919	Casa Ruby: Casa Ruby II (Crisis Beds), 641 Gallatin Street NW WDC 20011
HSMU--5176	DHS - Virginia Williams Family Resource Center - 920 Rhode Island Avenue, N
HSMU--4947	N Street Village,PSH 1107 11th Street NW
HSMU--5197	N Street Village, Erna's House
HSMU--5184	Other
HSMU--5161	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-4960	SMYAL, SMYAL House, Youth Transitional Housing
HSMU-2022-5204	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5203	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-5162	Catholic Charities,Harriett Tubman Center at DC General Hospital
HSMU-2022-5053	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-5007	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-5002	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU--4981	New Endeavors by Women,NEW Endeavors ,611 N, Street NW
HSMU--4867	CCNV 425 2nd street NW
HSMU--4664	Other
HSMU-2022-5264	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5263	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5262	DHS - Virginia Williams Family Resource Center - 920 Rhode Island Avenue, N
HSMU--5252	DHS - Headquarters - 64 NY Avenue, NE
HSMU-2022-5251	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-5308	Catholic Charities,2210 Adams Place,NE
HSMU--5383	Latin AmericanYouth Center,ELP,Scattered sites
HSMU-2022-5374	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-5351	Echelon Community Services,A New Start at Kia's Place,Scattered Sites
HSMU-2022-5330	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5309	Coalition for the Homeless,Blair Shelter 635 I Street,NE
HSMU-2022-4043	Catholic Charities,Mulumba House,621 Rhode Island Ave. NW
HSMU-2022-5463	N Street Village, Erna's House
HSMU-2022-5389	North Capitol Collaborative Inc. System - Rapid Re-Housing
HSMU-2022-5323	1910 Massachusetts Avenue
HSMU-2022-5312	Other
HSMU-2022-4680	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-4140	810 5th Street, NW (Patricia Handy Legacy)
HSMU--4107	Housing Up, Rapid Re-Housing Program
HSMU--4106	Housing Up, Rapid Re-Housing Program
HSMU--4103	Housing Up, Rapid Re-Housing Program
HSMU-2022-5456	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-4683	Other
HSMU-2022-4679	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE

HSMU-2022-4459	810 5th Street, NW (Patricia Handy Legacy)
HSMU-2022-4267	DHS - Permanent Supportive Program - Direct Services
HSMU--5630	Other
HSMU-2022-5607	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5601	Other
HSMU-2022-5590	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5470	Harriett Tubman Shelter for Women
HSMU-2022-5450	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU--4842	Sasha Bruce Youthworks, Rhode Island Shelter
HSMU-2022-5663	Hampton Inn, 501 New York Avenue, NE, WDC 20002
HSMU-2022-5650	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU-2022-5642	SMYAL, Roman's House, Youth Transitional Housing
HSMU--5612	Other
HSMU--5595	Other
HSMU-2022-5594	810 5th Street, NW (Patricia Handy Legacy)
HSMU--5588	Other
HSMU--5529	Other /undisclosed location
HSMU-2022-4839	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2022-4142	Open Arms Housing, The Dunbar
HSMU-2022-5691	N Street Village, Erna's House
HSMU-2022-5690	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-5687	Other
HSMU--5583	Latin American Youth Center (LAYC): The Stage
HSMU-2022-5727	Catholic Charities, Harriett Tubman Center at DC General Hospital
HSMU-2022-5723	635 I STREET NE
HSMU-2022-5719	CORE DC, Short Term Family Housing (STFH), The Terrell, 2500 14th Street, N
HSMU-2022-4475	North Capitol Collaborative Inc. System - Rapid Re-Housing
HSMU--5766	Other
HSMU--5760	DHS - Virginia Williams Family Resource Center - 920 Rhode Island Avenue, N
HSMU-2022-5854	DHS - Rapid Re-Housing Program - Direct Services
HSMU-2022-5830	Other
HSMU--5863	Metropolitan Education Solutions, PSH Families
HSMU--5829	Metropolitan Education Solutions, PSH Individuals
HSMU-2022-5934	N Street Village, Erna's House
HSMU-2022-5933	Catholic Charities, Harriett Tubman Center at DC General Hospital
HSMU-2022-6033	Open Arms Housing, PSH-Individuals
HSMU--6027	Other
HSMU-2022-6084	Other
HSMU-2021-6181	Community of Hope, Short Term Family Housing (STFH), 4225 6th Street SE
HSMU--6278	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2022-6178	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU--6177	Harriett Tubman Shelter for Women
HSMU--6333	Other
HSMU-2022-6286	Other
HSMU-2022-6282	National Center for Children and Families, Short Term Family Housing (STFH),
HSMU--6388	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2022-6418	CCNV 425 2nd street NW

HSMU-2022-6415	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-6448	CCNV 425 2nd street NW
HSMU-2022-6447	CCNV 425 2nd street NW
HSMU-2022-6173	Everyone Home DC, FRSP
HSMU--6497	Latin American Youth Center: Drop In Center, 3045 15th St NW 20009
HSMU-2022-6495	National Center for Children and Families, Short Term Family Housing (STFH),
HSMU-2022-6481	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-6434	Community Connections, Walter Reed, PSH-Individuals
HSMU-2022-6547	Community of Hope,1413 Girard St.NW
HSMU-2022-6582	N Street Village, Erna's House
HSMU-2022-6581	Harriett Tubman Shelter for Women
HSMU-2022-6580	Catholic Charities,801 Making Life Better Lane,SE
HSMU-2022-6579	National Center for Children and Families,1448 Park Road,NW
HSMU-2022-6560	Sasha Bruce Youthworks,Sasha Bruce Youthworks,Scattered Sites
HSMU-2022-6613	Harriett Tubman Shelter for Women
HSMU-2022-6596	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-6655	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU--6636	Other
HSMU-2022-6702	N Street Village, Erna's House
HSMU-2022-6694	New Endeavors by Women,NEW Endeavors ,611 N, Street NW
HSMU-2022-6685	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-6763	Coalition for the Homeless 400 50th Street, SE
HSMU--6766	Catholic Charities, Emergency Rental Assistance Program (ERAP)
HSMU-2022-6882	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-6960	Wanda Alston Foundation, Wanda Alston House
HSMU-2022-6992	Harriett Tubman Shelter for Women
HSMU-2022-7013	Other
HSMU-2022-7102	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU-2022-7126	Other
HSMU-2022-7123	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-7118	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-7117	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-7158	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-7237	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU--7232	Phyllis Wheatley, 901 Rhode Island Ave NW
HSMU-2022-7212	N Street Village, Erna's House
HSMU-2022-7179	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU-2022-7178	Community of Hope, Short Term Family Housing (STFH), 4225 6th Street SE
HSMU-2022-7299	Other
HSMU-2022-7296	Housing Up,Case Management for FRSP,Scattered Sites
HSMU-2022-7295	Phyllis Wheatley, 901 Rhode Island Ave NW
HSMU-2022-7294	Catholic Charities,2210 Adams Place,NE
HSMU-2022-7280	Catholic Charities,801 Making Life Better Lane,SE
HSMU--7278	KBEC Group, FRSP Rapid Re-Housing
HSMU-2022-7270	House of Ruth,Madison,651 10th Street,NE
HSMU--7267	House of Ruth,Madison,651 10th Street,NE
HSMU-2022-7246	National Center for Children and Families, Short Term Family Housing (STFH),

HSMU-2022-7231	1313 New York Avenue NW
HSMU-2022-7313	N Street Village, Erna's House
HSMU-2022-7310	House of Ruth, Madison, 651 10th Street, NE
HSMU-2022-7348	N Street Village, Erna's House
HSMU-2022-7417	Harriett Tubman Shelter for Women
HSMU-2022-7406	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU-2022-7395	N Street Village, Erna's House
HSMU-2022-7394	N Street Village, Erna's House
HSMU-2022-7418	Harriett Tubman Shelter for Women
HSMU-2022-7405	Friendship Place, Short Term Family Housing (STFH), The Brooks, 3318 Idaho
HSMU-2022-7501	Coalition for the Homeless, Blair Shelter 635 I Street, NE
HSMU-2022-7497	My Sister's Place
HSMU-2022-7491	Other
HSMU--7398	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU-2022-7535	Metropolitan Education Solutions, PSH Individuals
HSMU-2022-7534	Phyllis Wheatley, 901 Rhode Island Ave NW
HSMU-2022-7564	Harriett Tubman Shelter for Women
HSMU-2022-7555	Catholic Charities, 801 Making Life Better Lane, SE
HSMU-2022-7554	N Street Village, Erna's House
HSMU-2022-7551	Catholic Charities, Mulumba House, 621 Rhode Island Ave. NW
HSMU-2022-7618	Metropolitan Education Solutions, PSH Individuals
HSMU-2022-7604	N Street Village, Erna's House
HSMU-2022-7671	N Street Village, Erna's House
HSMU-2022-7719	N Street Village, Erna's House
HSMU--7720	Other
HSMU--7686	MBI Health Services, PSH Individuals
HSMU--7640	Wanda Alston Foundation, Wanda Alston House
HSMU-2023-7828	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU-2023-7859	N Street Village, Erna's House
HSMU-2023-7858	Coalition for the Homeless, Blair Shelter 635 I Street, NE
HSMU-2023-7925	House of Ruth, Madison, 651 10th Street, NE
HSMU--7996	House of Ruth, Madison, 651 10th Street, NE
HSMU-2023-7968	House of Ruth, Madison, 651 10th Street, NE
HSMU-2023-7964	House of Ruth, Madison, 651 10th Street, NE
HSMU-2023-8031	Catholic Charities, Mt. Carmel, 471 G Place, NW
HSMU-2023-8030	N Street Village, Erna's House
HSMU-2023-8020	House of Ruth, Madison, 651 10th Street, NE
HSMU--8019	House of Ruth, Family Space, 1421 Columbia Road, NW
HSMU--7997	Open Arms Housing, PSH-Individuals
HSMU-2023-8033	House of Ruth, Madison, 651 10th Street, NE
HSMU-2022-8153	CCNV 425 2nd street NW
HSMU-2022-8151	CCNV 425 2nd street NW
HSMU-2023-8150	House of Ruth, Madison, 651 10th Street, NE
HSMU-2023-8149	CCNV 425 2nd street NW
HSMU-2023-8127	MBI Health Services, PSH Individuals
HSMU-2023-8197	Harriett Tubman Shelter for Women
HSMU--8187	Erna's House, 1107 11th Street

HSMU--8179	DHS - Headquarters - 64 NY Avenue, NE
HSMU-2023-8240	House of Ruth,New Beginnings,306 S Street,NE
HSMU-2023-8207	National Center for Children and Families,1448 Park Road,NW
HSMU--8256	Coalition for the Homeless,Emery Work Bed Program, 87 New York Avenue, N
HSMU--8315	Other
HSMU-2023-8310	Other
HSMU-2023-8294	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU--8348	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2023-8299	Other
HSMU-2020-8259	N Street Village,VREC SRO units within N Street Village
HSMU-2023-8409	N Street Village, Erna's House
HSMU-2023-8352	House of Ruth,Madison,651 10th Street,NE
HSMU--8528	Erna's House, 1107 11th Street
HSMU--8518	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2023-8506	DHS - Downtown Day Center (DC Bid and Pathways to Housing), New York Av
HSMU-2023-8505	Nativity Women's Shelter
HSMU-2023-8500	Other
HSMU-2023-8623	Other
HSMU-2023-8701	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2023-8838	Coalition for the Homeless,Emery Work Bed Program, 87 New York Avenue, N
HSMU--8837	Metropolitan Education Solutions, PSH Families
HSMU-2023-8827	Coalition for the Homeless,Emery Work Bed Program, 87 New York Avenue, N
HSMU-2023-8927	N Street Village, Erna's House
HSMU-2023-8994	CORE DC, Short Term Family Housing (STFH), The Horizon, 5004 D Street, SE
HSMU-2023-8990	Nativity Women's Shelter
HSMU-2023-8947	N Street Village, Erna's House
HSMU-2023-8867	Erna's House, 1107 11th Street
HSMU-2023-9046	Other
HSMU-2023-9035	Other
HSMU-2023-9003	DHS - Downtown Day Center (DC Bid and Pathways to Housing), New York Av
HSMU-2023-9001	N Street Village, Erna's House
HSMU--8976	OTHER
HSMU-2023-8925	House of Ruth,Madison,651 10th Street,NE
HSMU-2023-8846	Coalition for the Homeless,Emery Work Bed Program, 87 New York Avenue, N
HSMU--9066	Erna's House, 1107 11th Street
HSMU-2023-9134	Nativity Women's Shelter
HSMU-2023-9121	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU-2023-9143	N Street Village, Erna's House
HSMU-2023-9218	Nativity Women's Shelter
HSMU-2023-9210	MBI Health Services, Homelessness Prevention Program (HPP), 5010 Sheriff R
HSMU-2023-9185	DHS - Downtown Day Center (DC Bid and Pathways to Housing), New York Av
HSMU-2023-9183	Miriam's Kitchen, PSH Individuals, Scattered Site
HSMU-2023-9182	Nativity Women's Shelter
HSMU-2023-9256	Other
HSMU-2023-9295	House of Ruth-New Pathways/Three Sisters 2425 Naylor Road SE
HSMU-2023-9289	N Street Village, Erna's House
HSMU-2023-9287	House of Ruth - Families First Herspace

HSMU-2023-9271	Nativity Women's Shelter
HSMU-2023-9329	OTHER
HSMU-2023-9328	N Street Village, Erna's House
HSMU-2023-9408	Union Station Washington DC
HSMU--9384	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2023-9444	Wanda Alston Foundation, Wanda Alston House
HSMU-2023-9365	Downtown Day Services Center
HSMU-2023-9202	Downtown Day Services Center
HSMU-2023-9201	Downtown Day Services Center
HSMU--9496	House of Ruth, Madison, 651 10th Street, NE
HSMU-2023-9473	CORE DC, Short Term Family Housing (STFH), The Aya, 850 Delaware Ave, SW
HSMU-2023-9556	Wanda Alston Foundation, Wanda Alston House
HSMU-2023-9455	1313 New York Avenue NW
HSMU-2023-9603	OTHER
HSMU-2023-9602	N Street Village, Erna's House
HSMU-2023-9581	Nativity Women's Shelter
HSMU-2023-9567	Nativity Women's Shelter
HSMU-2023-9562	Downtown Day Services Center
HSMU-2023-9536	Nativity Women's Shelter
HSMU-2023-9533	Nativity Women's Shelter
HSMU-2023-9520	DHS - Downtown Day Center (DC Bid and Pathways to Housing), New York Av
HSMU-2023-9676	Catholic Charities, Harriett Tubman Center at DC General Hospital
HSMU-2023-9638	Other /undisclosed location
HSMU-2023-9620	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2023-9724	810 5th Street, NW (Patricia Handy Legacy)
HSMU-2023-9791	Catholic Charities, 801 Making Life Better Lane, SE
HSMU-2023-9824	Catholic Charities, Harriett Tubman Center at DC General Hospital
HSMU-2023-9986	Catholic Charities, Harriett Tubman Center at DC General Hospital
HSMU-2023-10040	N Street Village, Erna's House
HSMU-2023-10004	Other
HSMU-2023-10003	Catholic Charities, Harriett Tubman Center at DC General Hospital
HSMU-2023-10094	Other
HSMU-2023-10146	N Street Village, Patricia Handy Place for Women, 810 5th St NW, Washington
HSMU-2023-9419	Other
HSMU-2023-10360	Miriam's Kitchen, PSH Individuals, Scattered Site
HSMU-2023-10351	1313 New York Avenue NW
HSMU--9873	Other
HSMU-2023-9561	Other
HSMU-2023-10393	KBEC Group, FRSP Rapid Re-Housing
HSMU-2023-10392	Other
HSMU-2023-10390	Other
HSMU-2023-10460	Permanent Supportive Housing, 1333 N Street NW Washington, DC 20005
HSMU-2023-10506	Other
HSMU-2023-10500	MBI Health Services, PSH Individuals
HSMU-2023-10492	Erna's House, 1107 11th Street
HSMU-2023-10491	Erna's House, 1107 11th Street
HSMU-2023-10490	Erna's House, 1107 11th Street

HSMU--10486	Other
HSMU-2023-10571	Erna's House, 1107 11th Street
HSMU-2023-10637	Nativity Women's Shelter
HSMU-2023-10635	DHS - Rapid Re-Housing Program - Direct Services
HSMU-2023-10631	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001
HSMU-2023-10630	Other
HSMU-2023-10260	Friendship Place, PSH Individuals, Scattered Site
HSMU-2023-10683	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2023-10682	N Street Village, Erna's House
HSMU-2023-10680	Other /undisclosed location
HSMU-2023-10656	Other
HSMU-2023-10727	Catholic Charities,2210 Adams Place,NE
HSMU-2023-10716	N Street Village, Shelter, 1009 11th Street, NW
HSMU-2023-10707	Nativity Women's Shelter
HSMU-2023-10704	Other
HSMU-2023-10861	Nativity Women's Shelter
HSMU--10970	Other
HSMU--7319	Wanda Alston Foundation, Wanda Alston House
HSMU-2023-11039	Nativity Women's Shelter
HSMU-2023-11143	Catholic Charities,Harriett Tubman Center at DC General Hospital
HSMU--11035	Other
HSMU-2023-10969	Other
HSMU-2023-10946	Nativity Women's Shelter
HSMU-2023-10572	Bradley and Associates, Rapid Re-Housing, Adults
HSMU-2023-11260	Other /undisclosed location
HSMU-2023-11257	Other
HSMU-2023-10963	Catholic Charities,801 Making Life Better Lane,SE

Legend - FY22 In Green FY23 To Date In Blue

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Supervisor Approved	1/25/2023	2/1/2023
Supervisor Approved	1/25/2023	1/26/2023
Supervisor Approved	1/25/2023	1/26/2023
Supervisor Approved	1/25/2023	1/26/2023
Supervisor Approved	1/30/2023	2/1/2023
Supervisor Approved	1/30/2023	1/31/2023
Supervisor Approved	1/30/2023	1/31/2023
		Median = 13 Mean = 24.04 Highest = 224 Lowest = 0

Days to Reseolve	HSMU Incident Types	Disposition
-1	ISSUE/VIOLATION	Unsubstantiated
-69	Enviromental Issue	Substantiated
-63	Enviromental Issue	
-62	Program Rule Violatuon	Unsubstantiated
-48	Theft	Unsubstantiated
-224	Enviromental Issue	Unsubstantiated
-16	Injury	Unsubstantiated
-150	Enviromental Issue	Unsubstantiated
-152	Abuse or Neglect	Substantiated
-11	Enviromental Issue	Unsubstantiated
-187	Enviromental Issue	Unsubstantiated
-55	Discrimination	unsubstantiated
-194	Theft	Unsubstantiated
-114	Environmental Issue	Unsubstantiated
-100	Enviromental Issue	Substantiated
-95	Discrimination	Unsubstantiated
-39	Discrimination	Unsubstantiated
-109	Enviromental Issue	Unsubstantiated
-106	Enviromental Issue	Substantiated
-60	System Outage	Substantiated
-64	Discrimination	Unsubstantiated
-63	Abuse or Neglect	Substantiated
-52	Enviromental Issue	Substantiated
-58	Environmental Issue	Substantiated
-113	Program Rule Violatuon	Substantiated
-34	Environmental Issue	Unsubstantiated
-93	Threat	Substantiated
-3	Environmental Issue	Substantiated
-54	Misconduct (Employee)	Substantiated
-53	Environmental Issue	Substantiated
-11	Environmental Issue	Substantiated
-63	Environmental Issue	Substantiated
-53	Program Rule Violation	Substantiated
-1	Threat	Substantiated
-57	Threat	Unsubstantiated
-14	Misconduct (Employee)	Substantiated
-14	Misconduct (Employee)	Substantiated
-14	Misconduct (Employee)	Substantiated
-14	Theft	Substantiated
-14	11	Substantiated
-14	Domestic Violence	Substantiated
-58	Misconduct (Employee)	Unsubstantiated

-57	Misconduct (Employee)	Unsubstantiated
0	Misconduct (Employee)	Unsubstantiated
0	Assault	Unsubstantiated
0	Illness	Unsubstantiated
-13	Misconduct (Employee)	Unsubstantiated
-51	Environmental Issue	Unsubstantiated
-51	Program Rule Violation	Substantiated
-27	Misconduct (Employee)	Unsubstantiated
-51	Program Rule Violation	Substantiated
-42	Environmental Issue	Unsubstantiated
-71	Environmental Issue	Unsubstantiated
-68	Misconduct (Employee)	Unsubstantiated
-1	Misconduct (Employee)	Substantiated
-37	Misconduct (Employee)	Unsubstantiated
-12	Environmental Issue	Unsubstantiated
-66	Environmental Issue	Unsubstantiated
-5	Discrimination	Unsubstantiated
-5	Misconduct (Employee)	Unsubstantiated
-2	Program Rule Violation	Substantiated
-7	Misconduct (Contractor)	Unsubstantiated
0	Misconduct (Contractor)	Substantiated
-1	Environmental Issue	Substantiated
-1	Environmental Issue	Substantiated
-1	Environmental Issue	Substantiated
-8	Threat	Unsubstantiated
-21	Misconduct (Contractor)	Unsubstantiated
-48	Environmental Issue	Unsubstantiated
-6	Assault	Unsubstantiated
-5	Assault	Substantiated
-15	Misconduct (Contractor)	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Theft	Substantiated
-3	Environmental Issue	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Theft	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-3	Domestic Violence	Substantiated
-3	Environmental Issue	Substantiated
-3	Program Rule Violation	Unsubstantiated

-3	Misconduct (Employee)	Unsubstantiated
-3	System Outage	Unsubstantiated
-3	Theft	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Assault	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-3	Program Rule Violation	Substantiated
-14	Environmental Issue	Unsubstantiated
-66	Assault	Substantiated
-46	Misconduct (Employee)	Unsubstantiated
-1	Program Rule Violation	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
0	Misconduct (Employee)	Unsubstantiated
0	Mental Health Evaluation	Unsubstantiated
0	Environmental Issue	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
0	Theft	Unsubstantiated
0	Misconduct (Employee)	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
0	Discrimination	Unsubstantiated
0	Discrimination	Unsubstantiated
0	Misconduct (Employee)	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
-1	Program Rule Violation	Unsubstantiated
-1	Misconduct (Employee)	Unsubstantiated
-1	Abuse or Neglect	Unsubstantiated
-1	Program Rule Violation	Unsubstantiated
-1	Threat	Unsubstantiated
-1	Program Rule Violation	Unsubstantiated
-1	Misconduct (Employee)	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-3	Program Rule Violation	Unsubstantiated
-108	Abuse or Neglect	Unsubstantiated
-62	Environmental Issue	Unsubstantiated
-14	Environmental Issue	Unsubstantiated
-14	Environmental Issue	Substantiated
-14	Misconduct (Employee)	Substantiated
-40	Misconduct (Employee)	Substantiated
-13	Misconduct (Contractor)	Unsubstantiated
-30	Environmental Issue	Substantiated
-47	Misconduct (Employee)	Unsubstantiated
-13	Threat	Unsubstantiated
-46	Misconduct (Employee)	Unsubstantiated

-2	Environmental Issue	Substantiated
-28	Misconduct (Employee)	Unsubstantiated
-95	Misconduct (Employee)	Substantiated
-49	Professional Medical Care (On-site or Transpo	Substantiated
-2	Environmental Issue	Unsubstantiated
-49	Misconduct (Employee)	Unsubstantiated
-49	Environmental Issue	Unsubstantiated
-42	Misconduct (Employee)	Substantiated
-1	Misconduct (Employee)	Substantiated
-1	Threat	Unsubstantiated
0	Environmental Issue	Unsubstantiated
-40	Environmental Issue	Unsubstantiated
-29	Environmental Issue	Substantiated
-19	Program Rule Violation	Unsubstantiated
-39	Program Rule Violation	Unsubstantiated
-5	Program Rule Violation	Substantiated
-21	Environmental Issue	Unsubstantiated
-41	Environmental Issue	Unsubstantiated
-41	Misconduct (Employee)	Unsubstantiated
-41	Misconduct (Contractor)	Unsubstantiated
-16	Misconduct (Employee)	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
-41	Misconduct (Employee)	Unsubstantiated
-43	Misconduct (Employee)	Unsubstantiated
-43	Misconduct (Employee)	Unsubstantiated
-1	Misconduct (Employee)	Unsubstantiated
-40	Program Rule Violation	Substantiated
-21	Misconduct (Employee)	Substantiated
-48	Environmental Issue	Substantiated
-41	Environmental Issue	Substantiated
-3	Theft	Unsubstantiated
-10	Program Rule Violation	Unsubstantiated
-27	Threat	Unsubstantiated
-3	Theft	Substantiated
0	Misconduct (Employee)	Unsubstantiated
-11	Environmental Issue	Unsubstantiated
-38	Environmental Issue	Unsubstantiated
0	Misconduct (Employee)	Unsubstantiated
-51	Discrimination	Unsubstantiated
-51	Misconduct (Employee)	Substantiated
-35	Misconduct (Contractor)	Substantiated
-35	Misconduct (Employee)	Unsubstantiated
-35	Misconduct (Employee)	Unsubstantiated
-51	Misconduct (Contractor)	Substantiated
-33	Discrimination	Unsubstantiated
-49	Discrimination	Substantiated
-33	Misconduct (Employee)	Unsubstantiated

-33	Misconduct (Contractor)	Substantiated
-33	Misconduct (Employee)	Unsubstantiated
-61	Misconduct (Contractor)	Substantiated
-35	Threat	Unsubstantiated
-32	Program Rule Violation	Unsubstantiated
-35	Assault	Unsubstantiated
-7	Environmental Issue	Substantiated
-21	Environmental Issue	Substantiated
-48	Environmental Issue	Unsubstantiated
-3	Misconduct (Employee)	Unsubstantiated
-4	Misconduct (Contractor)	Unsubstantiated
-31	Discrimination	Unsubstantiated
-47	Threat	Substantiated
-47	Environmental Issue	Substantiated
-34	Environmental Issue	Unsubstantiated
-34	Environmental Issue	Unsubstantiated
-20	Environmental Issue	Unsubstantiated
-47	Illness	Substantiated
-31	Misconduct (Contractor)	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-17	Misconduct (Employee)	Unsubstantiated
-32	Program Rule Violation	Unsubstantiated
-57	Damage to Government Property	Substantiated
-20	Environmental Issue	Unsubstantiated
-27	Environmental Issue	Unsubstantiated
-6	Misconduct (Employee)	Unsubstantiated
-27	Environmental Issue	Substantiated
-15	Misconduct (Contractor)	Unsubstantiated
-1	Threat	Unsubstantiated
0	Controlled Substance	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
0	Program Rule Violation	Substantiated
-10	Program Rule Violation	Unsubstantiated
-37	Environmental Issue	Unsubstantiated
-13	Program Rule Violation	Unsubstantiated
-18	Mental Health Evaluation	Unsubstantiated
0	Program Rule Violation	Substantiated
-4	Misconduct (Contractor)	Unsubstantiated
-12	Discrimination	Unsubstantiated
-38	Environmental Issue	Unsubstantiated
-13	Program Rule Violation	Unsubstantiated
-180	Program Rule Violation	Unsubstantiated
-15	Environmental Issue	Unsubstantiated
-15	Misconduct (Employee)	Unsubstantiated
-48	Environmental Issue	Substantiated
-8	Environmental Issue	Unsubstantiated
-4	Environmental Issue	Unsubstantiated

-32	Environmental Issue	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-31	Program Rule Violation	Substantiated
0	Misconduct (Employee)	Unsubstantiated
-42	System Outage	Substantiated
-28	Environmental Issue	Unsubstantiated
-9	Environmental Issue	Unsubstantiated
-26	Threat	Substantiated
-6	Program Rule Violation	Unsubstantiated
-25	Misconduct (Employee)	Unsubstantiated
-39	Environmental Issue	Unsubstantiated
-25	Environmental Issue	Unsubstantiated
-25	Environmental Issue	Substantiated
-3	Program Rule Violation	Substantiated
-73	Program Rule Violation	Substantiated
-39	System Outage	Substantiated
-9	Threat	Substantiated
-1	Environmental Issue	Unsubstantiated
-8	Program Rule Violation	Substantiated
-69	Assault	Unsubstantiated
-36	Program Rule Violation	Unsubstantiated
-4	Program Rule Violation	Substantiated
-62	Assault	Unsubstantiated
-60	Theft	Unsubstantiated
-10	Abuse or Neglect	Substantiated
-20	Program Rule Violation	Unsubstantiated
-19	Theft	Unsubstantiated
-113	Program Rule Violation	Substantiated
-60	Discrimination	Unsubstantiated
-27	Environmental Issue	Substantiated
-60	Threat	Unsubstantiated
-59	Discrimination	Unsubstantiated
-1	Environmental Issue	Substantiated
-1	Environmental Issue	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
0	Environmental Issue	Substantiated
-49	Environmental Issue	Substantiated
-47	Environmental Issue	Unsubstantiated
-12	Environmental Issue	Unsubstantiated
-12	System Outage	Substantiated
-12	Program Rule Violation	Unsubstantiated
-28	Mental Health Evaluation	Unsubstantiated
-47	Program Rule Violation	Substantiated
-54	Threat	Unsubstantiated
-54	Program Rule Violation	Unsubstantiated
-12	System Outage	Substantiated

-13	Environmental Issue	Unsubstantiated
-11	Environmental Issue	Unsubstantiated
-53	Threat	Unsubstantiated
-10	Theft	Unsubstantiated
-7	Damage to Government Property	Substantiated
-7	System Outage	Substantiated
-7	Environmental Issue	Unsubstantiated
-7	Environmental Issue	Unsubstantiated
-6	Damage to Government Property	Substantiated
-10	System Outage	Substantiated
-40	Environmental Issue	Substantiated
-5	Environmental Issue	Substantiated
-5	Program Rule Violation	Substantiated
-21	Program Rule Violation	Unsubstantiated
-4	Program Rule Violation	Substantiated
-1	Program Rule Violation	Substantiated
-11	Misconduct (Employee)	Unsubstantiated
-19	Program Rule Violation	Substantiated
-3	Program Rule Violation	Unsubstantiated
0	Discrimination	Substantiated
0	Program Rule Violation	Substantiated
-4	Misconduct (Employee)	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
0	Program Rule Violation	Unsubstantiated
-124	Environmental Issue	Substantiated
-27	Misconduct (Employee)	Unsubstantiated
0	Environmental Issue	Unsubstantiated
-26	Environmental Issue	Substantiated
-54	Environmental Issue	Unsubstantiated
-1	Threat	Unsubstantiated
-27	Assault	Unsubstantiated
-27	Threat	Unsubstantiated
-26	Theft	Unsubstantiated
-6	Environmental Issue	Unsubstantiated
-26	Threat	Unsubstantiated
-49	DRUG OVERDOSE	Unsubstantiated
-26	Environmental Issue	Unsubstantiated
-48	Threat	Unsubstantiated
-14	Environmental Issue	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
-21	Threat	Unsubstantiated
-14	Environmental Issue	Unsubstantiated
-14	Program Rule Violation	Unsubstantiated
0	Environmental Issue	Substantiated
-20	Program Rule Violation	Unsubstantiated

-13	Environmental Issue	Unsubstantiated
-19	Domestic Violence	Unsubstantiated
-19	System Outage	Substantiated
-11	Environmental Issue	Unsubstantiated
-10	Environmental Issue	Substantiated
-103	Program Rule Violation	Substantiated
-10	Program Rule Violation	Unsubstantiated
-100	Program Rule Violation	Substantiated
-66	Program Rule Violation	Substantiated
-14	Environmental Issue	Unsubstantiated
-6	Environmental Issue	Unsubstantiated
-13	Threat	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
0	Environmental Issue	Unsubstantiated
-7	Environmental Issue	Unsubstantiated
-93	Environmental Issue	Unsubstantiated
-93	Environmental Issue	Substantiated
-6	Threat	Substantiated
-91	Misconduct (Contractor)	Substantiated
-1	Program Rule Violation	Unsubstantiated
-1	Misconduct (Employee)	Substantiated
-1	Program Rule Violation	Unsubstantiated
-4	Environmental Issue	Substantiated
-3	Program Rule Violation	Substantiated
-3	Environmental Issue	Unsubstantiated
0	Environmental Issue	Unsubstantiated
0	Environmental Issue	Unsubstantiated
-2	Program Rule Violation	Unsubstantiated
-28	Program Rule Violation	Substantiated
-2	Threat	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
-2	Program Rule Violation	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
-14	Environmental Issue	Unsubstantiated
0	Environmental Issue	Substantiated
-13	Environmental Issue	Unsubstantiated
-10	Mental Health Evaluation	Unsubstantiated
-10	Program Rule Violation	Unsubstantiated
-10	Environmental Issue	Unsubstantiated
-66	Environmental Issue	Unsubstantiated
-10	Environmental Issue	Unsubstantiated
-65	Environmental Issue	Substantiated
-7	Environmental Issue	Unsubstantiated
-8	Environmental Issue	Unsubstantiated
-64	Abuse or Neglect	Substantiated

-8	Threat	Unsubstantiated
-32	Theft	Unsubstantiated
-3	Environmental Issue	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
-2	Environmental Issue	Substantiated
0	Misconduct (Employee)	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
-1	Threat	Unsubstantiated
-28	Environmental Issue	Unsubstantiated
-29	Environmental Issue	Substantiated
-28	Misconduct (Employee)	Substantiated
-55	Theft	Substantiated
-25	Program Rule Violation	Unsubstantiated
-25	Environmental Issue	Unsubstantiated
-25	Environmental Issue	Unsubstantiated
-25	Threat	Unsubstantiated
-25	Mental Health Evaluation	Unsubstantiated
-25	Environmental Issue	Unsubstantiated
-25	Mental Health Evaluation	Unsubstantiated
-25	Theft	Unsubstantiated
-24	Theft	Unsubstantiated
-51	Environmental Issue	Substantiated
-24	Environmental Issue	Unsubstantiated
-1	Misconduct (Contractor)	Substantiated
-19	Discrimination	Unsubstantiated
-7	Environmental Issue	Substantiated
-3	Program Rule Violation	Substantiated
-11	Environmental Issue	Unsubstantiated
-11	Program Rule Violation	Substantiated
0	Environmental Issue	Substantiated
-35	Environmental Issue	Substantiated
-20	Environmental Issue	Unsubstantiated
-29	Program Rule Violation	Substantiated
-14	Environmental Issue	Unsubstantiated
-1	Environmental Issue	Unsubstantiated
-14	Program Rule Violation	Substantiated
-28	Program Rule Violation	Substantiated
-27	Environmental Issue	Substantiated
-13	Program Rule Violation	Substantiated
-13	Program Rule Violation	Substantiated
-9	Discrimination	Unsubstantiated
-22	Domestic Violence	Substantiated
-8	Program Rule Violation	Substantiated
-8	Environmental Issue	Unsubstantiated
-8	Environmental Issue	Unsubstantiated
-8	Environmental Issue	Unsubstantiated

-8	Program Rule Violation	Substantiated
-6	Environmental Issue	Substantiated
-3	Threat	Unsubstantiated
-3	Environmental Issue	Substantiated
-3	Program Rule Violation	Unsubstantiated
-3	Program Rule Violation	Substantiated
0	Threat	Substantiated
-2	Environmental Issue	Unsubstantiated
-2	Environmental Issue	Unsubstantiated
-2	Environmental Issue	Substantiated
-2	Threat	Substantiated
-8	Assault	Unsubstantiated
-15	Environmental Issue	Substantiated
-1	Environmental Issue	Unsubstantiated
-1	Environmental Issue	Substantiated
-9	Environmental Issue	Unsubstantiated
0	Program Rule Violation	Substantiated
-7	Environmental Issue	Substantiated
-3	Threat	Unsubstantiated
-7	Program Rule Violation	Substantiated
-7	Theft	Unsubstantiated
-1	Program Rule Violation	Substantiated
-1	Environmental Issue	Unsubstantiated
-1	Program Rule Violation	Unsubstantiated
-2	Program Rule Violation	Unsubstantiated
-1	Program Rule Violation	Substantiated
-1	Environmental Issue	Substantiated



**Report to the Council of the District of Columbia
Pursuant to D.C. Official Code 4-756.04
Interim Eligibility Report
for FY2021 (October 2021 – September 2022)**

1. Number of families placed in interim eligibility placement: **175**
2. Average length of stay in an interim eligibility placement: **7 days**
3. Number of eligibility denials during and subsequent to an interim eligibility placement: **13**
4. Number of appeals of eligibility determinations during and subsequent to an interim eligibility placement: **1**
5. Number of interim eligibility appeals resolved via administrative review: **0**
6. Average time for issuance of a decision for review of interim eligibility appeal via administrative review: **0 days (outcome issued same day)**
7. Number of interim eligibility appeals brought to the Office of Administrative Hearings: **1**
8. Average time for issuance of a decision for review of interim eligibility appeal via the Office of Administrative Hearings: **7 days**
9. Final placement outcome for each family placed into an interim eligibility placement:
 - a. Ineligible: **13**
 - b. Eligible (Retained Shelter): **125**
 - c. Diverted: **11**
 - d. No show: **25**

****One (1) family withdrew their application (exited family shelter) before an eligibility decision was made during the IEP period. ****

Contract Number	<u>Provider Name</u>
SS2204CALVCWS	Calvary Women's Services
SS2207CALEHV	Calvary Women's Services
2220CCSPEPV1	Catholic Charities
2206CC801E	Catholic Charities
2220CCSPEPV2	Catholic Charities
2206CCADAMS 2213SCCADAM	Catholic Charities
2206CCHT 2213SCCHT	Catholic Charities
2206CCNYAV 2213SCCNAYAV	Catholic Charities
2206CCHYPO	Catholic Charities
SS2202CCNAT	Catholic Charities
SS2207CCMULU	Catholic Charities
SS2207CCMTCA	Catholic Charities
SS2204CHMED	Christ House
2206EPHYPO	Church of Epiphany
2207CFHBLAR 2213SCFHBLAR	Coalition for the Homeless
2209CFHML 2213SCFHML	Coalition for the Homeless
2209CFHDAV 2213SCFHDAV	Coalition for the Homeless
2207CFHLTRP 2213SCFHLTRP	Coalition for the Homeless
SS2204CFHPARK	Coalition for the Homeless
SS2204CFHWEBS	Coalition for the Homeless
SS2205CFHLGBTQ	Coalition for the Homeless
SS2205COHHOPE	Community of Hope
SS2207COHHOME	Community of Hope
SS2203CHWTAC	Covenant House Greater Washington
SS2203FECSKIA	Echelon Community Services
SS2203FECSKPIII	Echelon Community Services
SS2203FEBFSCIWH	Edgewood Brookland Family Strengthening Collaborative
SS2207EHDCSPC	Everyone Home DC
SS2205EHDCATST	Everyone Home DC
2211FSPIV	Friendship Place
2210FPVP	Friendship Place
SS2207FPSPC	Friendship Place

2209HORMAD 2213SHORMAD	House of Ruth
SS2207HORSPC	House of Ruth
SS2207HORNPAT	House of Ruth
SS2207HOREHV	House of Ruth
SS2205KBECLGBTQ	KBEC
SS2203LAYCTAC	Latin American Youth Center
SS2203FLAYCHOPE	Latin American Youth Center
2211NSTERN	N Street Village
2212NSTPHP 2213SNSTPHP	N Street Village
2206NSTHYPO	N Street Village
SS2204NSVLTHR	N Street Village
SS2207NSVSPC	N Street Village
SS2205NCCFPARK	NCCF
2209NEWNEW 2213SNEWNEW	New Endeavors By Women
SS2207NEWSPC	New Endeavors by Women
SS2207NEWJOUR	New Endeavors by Women
SS2207NEW2JOUR	New Endeavors by Women
SS2207RIGHTSPC	Right Inc.
SS2203SBYCB	Sasha Bruce Youthworks
SS2203SBYILP	Sasha Bruce Youthworks
SS2203SBYTAC	Sasha Bruce Youthworks
SS2203FSBYTTF	Sasha Bruce Youthworks
SS2207UPOSPC	United Planning Organization
SS2203WAFWAH	Wanda Alston Foundation

<u>Program Type</u>	<u>Contract Amount</u>	<u>Case Manager to Client Ratio</u>
<u>Calvary Transitional Housing</u>	\$806,198.20	3:64
<u>Sisters Rise (EHV)</u>	\$480,000.00	n/a
<u>Pep V1</u>	\$653,118.80	2:121
<u>801 East Men's Shelter</u>	\$3,140,827.25	0:1
<u>Pep V2</u>	\$749,373.12	1:63
<u>Adams Place Men's Shelter</u>	\$1,252,146.00	1:120
<u>Harriet Tubman Women's Shelter</u>	\$1,089,450.00	5:718
<u>New York Ave Men's Shelter (HHS)</u>	\$2,218,991.56	5:543
<u>Pat Handy (Legacy)</u>	\$800,000.00	0:1
<u>St. Josephine Bahkita Shelter Women's Shelter</u>	\$383,444.84	1:176
<u>Mulumba House</u>	\$201,487.92	0:1
<u>Mt. Carmel House</u>	\$96,762.14	0:1
<u>Medical Beds</u>	\$301,607.94	1:40
<u>Severe Weather Shelter (Hypothermia) Shelter for Single Men and Women</u>	\$181,209.07	n/a
<u>Blair</u>	\$1,043,451.45	3:922
<u>Mickey Leland</u>	\$1,140,014.44	1:10
<u>Davidson</u>	\$993,710.81	1:8
<u>La Casa TRP</u>	\$1,230,627.07	0:1
<u>Park Road</u>	\$305,459.16	0:1
<u>Webster House</u>	\$341,111.58	0:1
<u>50th Street Shelter (Operations)</u>	\$67,788.59	n/a
<u>Hope Apartments</u>	\$488,687.80	n/a
<u>Home Now</u>	\$236,625.65	3:16
<u>Rites of Passage 1</u>	\$396,023.67	1:6
<u>Kia's Place I and II</u>	\$1,752,292.01	4:31
<u>Kia's Place III</u>	☐ \$980,506.44	2:33
<u>Iona Whipper Home</u>	\$463,500.00	0:1
<u>Shelter Plus Care</u>	\$213,223.36	1:17
<u>Atlantic Street Unit</u>	\$68,518.76	1:2
<u>Irving Street PSH</u>	\$480,000.00	1:43
<u>Valley Place Bridge Housing</u>	\$1,147,590.00	3:76
<u>Bridges 3</u>	45,894.59	1:10

<u>Madison</u>	\$850,000.00	4:105
<u>Shelter Plus Care</u>	\$164,805.96	2:9
<u>New Pathways</u>	\$122,863.56	1:9
<u>EHV</u>	\$493,750.00	n/a
<u>50th Street Shelter (Case Management)</u>	\$200,000.00	3:37
<u>Extended Housing Program</u>	\$239,499.72	1:15
<u>Hope's House</u>	\$305,831.80	1:12
<u>Erna's House</u>	\$249,999.96	0:1
<u>Pat Handy Place for Women</u>	\$2,650,000.00	1:141
<u>Sherwood (Hypo)</u>	\$508,818.00	0:1
<u>Holistic Housing</u>	\$519,448.57	2:11
<u>Shelter Plus Care</u>	\$55,256.35	1:2
<u>New Beginnings/Park Road</u>	\$1,498,600.00	1:13
<u>NEW Transitions</u>	\$765,149.96	2:37
<u>Shelter Plus Care</u>	\$55,256.62	1:9
<u>New Journeys</u>	\$138,586.50	1:7
<u>New Journey's 2</u>	\$206,000.00	0:1
<u>Shelter Plus Care</u>	\$145,616.40	1:15
<u>Sasha Bruce House</u>	\$800,460.38	3:110
<u>Independent Living Program</u>	\$201,037.72	2:23
<u>Re*Generation House</u>	\$335,268.12	1:15
<u>Youth Transtional Housing Program</u>	\$391,590.51	1:9
<u>Shelter Plus Care</u>	\$116,362.74	0:1
<u>Wanda Alston House</u>	\$364,959.07	1:13

<u>% Engaged in Case Management</u>	<u># Engaged in Case Management</u>
100%	64
not in HMIS	not in HMIS
100%	363
100%	777
100%	441
35%	168
27%	194
29%	315
0%	0
32%	56
100%	16
100%	25
100%	40
n/a for FY22	n/a for FY22
100%	922
100%	30
100%	24
100%	55
100%	25
100%	12
n/a for FY22	n/a for FY22
n/a for FY22	n/a for FY22
100%	16
100%	12
100%	31
100%	66
100%	19
100%	34
100%	2
100%	43
100%	76
100%	10

100%	105
100%	18
100%	18
n/a	n/a
100%	37
100%	15
100%	12
100%	31
30%	127
100%	196
100%	11
100%	4
100%	39
100%	37
100%	9
100%	7
100%	16
100%	15
100%	110
100%	23
100%	15
100%	9
100%	19
100%	13



HOUSING HABITABILITY STANDARDS INSPECTION CHECKLIST

Date of Inspection: _____

Tenant Information

Name: _____ Phone #: _____

Proposed Unit Information

Address: _____
Street (Unit # & Quardant) City State ZipCode

Proposed Rent Amount: _____ Proposed Security Deposit: _____

Provider Rental Portion: _____ Client Rental Portion: _____

Owner/Landlord Information

Name: _____ Phone #: _____

Company Name (if applicable): _____ Email: _____

Address: _____
Street (Unit # & Quardant) City State ZipCode

Instructions: Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

	Element	Approved	Deficient
1	<i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.	<input type="checkbox"/>	<input type="checkbox"/>
2	<i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.	<input type="checkbox"/>	<input type="checkbox"/>
3	<i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.	<input type="checkbox"/>	<input type="checkbox"/>
4	<i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.	<input type="checkbox"/>	<input type="checkbox"/>
5	<i>Water Supply:</i> The water supply must be free from contamination.	<input type="checkbox"/>	<input type="checkbox"/>
6	<i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.	<input type="checkbox"/>	<input type="checkbox"/>

7	<i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.	<input type="checkbox"/>	<input type="checkbox"/>
8	<i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.	<input type="checkbox"/>	<input type="checkbox"/>
9	<i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>
10	<i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>
11	<i>Fire safety:</i> Both conditions below must be met to meet this standard.	<input type="checkbox"/>	<input type="checkbox"/>
	<p>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</p> <p>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</p>		

(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)

CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

Therefore, I make the following determination:

- Property is approved.
- is not approved.

Evaluator's Name: _____

Evaluator's Signature: _____ Date: _____

By signing this, I agree to accept the unit in the condition that it is in even though it may not meet the optional inspection standards.

Participant Signature: _____ Date: _____