

February 1, 2023

David Markey, Interim Executive Director
Commission on the Arts and Humanities
200 I Street, SE, Ste. 1400
Washington, DC 20003

Dear Mr. Markey:

The Committee of the Whole has scheduled a performance oversight hearing on the Commission on the Arts and Humanities for **Monday, February 27, 2023 at 2:00pm**. In an effort to maximize the time your agency has to prepare for this hearing, the Committee is providing the following preliminary questions. Additional questions may be sent at a later date. The Committee will make every effort to provide as much time as possible for you to respond to any additional rounds of questions.

Please submit both a hard copy and an electronic copy of your responses to the questions below no later than close of business **Friday, February 24, 2023**. Please avoid the use of attachments unless specifically requested. If you need to discuss any of the questions, please contact Evan Cash, Committee and Legislative Director at (202) 724-7002.

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

Response

See Appendix "Q1. ORGANIZATION CHART – CAH"

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2023. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

Response

See Appendix "Q2. SCHEDULE A By Program – CAH"

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

Response

Currently, the Commission on the Arts and Humanities (CAH) does not have any employees detailed to or from the agency.

4. (a) For fiscal year 2022, please list each employee whose annual salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay.

Response

Last Name	First Name	Title	Salary	Overtime	Bonus
Sereke-Brhan	Heran	Executive Director, Commission	\$165,648.00	N/A	N/A
Markey	David	Executive Director, Commission	\$129,412.50	N/A	N/A
Wilson Jr.	Jerusa Carl	General Counsel	\$160,619.20	N/A	N/A

(b) For fiscal year 2023, please list each employee whose annual salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay as of the date of your response.

Response

Last Name	First Name	Title	Salary	Overtime	Bonus
Markey	David	Executive Director, Commission	\$ 159,177.37	N/A	N/A
Scott	Jeffrey	Chief of Staff	\$ 125,219.54	N/A	N/A
Allende	Brian	Resource Allocation Officer	\$ 125,219.54	N/A	N/A

5. Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2022. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Response

Top 15 Overtime Earners - FY22				
Last Name	First Name	Position Title	Annual Salary	Cumulative Overtime Earned
Leonard	Melisa	Resource Allocation Analyst	\$ 73,677.00	\$ 5,640.65
King	Kia	Program Analyst	\$ 85,794.00	\$ 1,373.00
Johnson	Terrell	Supervisory Grants Management	\$ 116,522.00	\$ 464.56
Banks	Calenthia	Executive Assistant	\$ 84,873.00	\$ 317.17
de Castro	Jocelyn	Paralegal Specialist	\$ 90,805.00	\$ 298.14
Boersma	Teresa	Graphic Designer	\$ 77,873.00	\$ 292.20
Witten	Herman	Legislative Comm Affs Advisor	\$ 93,311.00	\$ 262.60
Nunez	Robert	Grants Management Specialist	\$ 71,579.00	\$ 201.44
Randolph	Khalid	Grants Management Specialist	\$ 88,300.00	\$ 186.37
Russ Jr.	Nathaniel	Public Affairs Specialist	\$ 96,052.00	\$ 180.21
Jackson	Denise	HR Spec (Employee Relations)	\$ 110,967.00	\$ 169.83
Kaleba	Kerry	Grants Management Specialist	\$ 71,579.00	\$ 146.65
Evans	Andia	Staff Assistant	\$ 66,306.00	\$ 139.95

6. For fiscal years 2022 and 2023 (as of January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response

Commission on the Arts and Humanities (BX0)		
Fiscal Year 2022 and 2023 List of Employee Bonuses and Special Award Payments		
<u>A) Bonuses</u>		
<u>1 - FY 2022</u>		
Employee Name	Bonus Paid	Bonus Paid
Acham,vEnessa	2,086.70	One time Bonus paid pursuant to the legislation.
Allende,Brian	4,275.79	One time Bonus paid pursuant to the legislation.
Ashford,Camille M	2,086.70	One time Bonus paid pursuant to the legislation.
Boersma,Teresa Wolejko	2,659.06	One time Bonus paid pursuant to the legislation.
Clark,Alorie	2,844.03	One time Bonus paid pursuant to the legislation.
de Castro,Jocelyn Pearl	3,100.69	One time Bonus paid pursuant to the legislation.
Dugas Glover,Lauren	3,985.90	One time Bonus paid pursuant to the legislation.
Evans,Andia A.	2,204.97	One time Bonus paid pursuant to the legislation.
Gordon,Sarah A.	2,873.99	One time Bonus paid pursuant to the legislation.
Hasser,Kevin	2,758.45	One time Bonus paid pursuant to the legislation.
Humbertson,Ronald	2,730.70	One time Bonus paid pursuant to the legislation.
Jackson,Denise A	3,585.40	One time Bonus paid pursuant to the legislation.
Kaleba,Kerry Rebecca	2,300.86	One time Bonus paid pursuant to the legislation.
Kalisa,Kamanzi G.	2,873.99	One time Bonus paid pursuant to the legislation.
King,Kia N	2,758.45	One time Bonus paid pursuant to the legislation.
Leonard,Melisa Rene	2,444.16	One time Bonus paid pursuant to the legislation.
Marcus,Travis A.	2,300.86	One time Bonus paid pursuant to the legislation.
Markey,David J.	4,529.44	One time Bonus paid pursuant to the legislation.
McClure,Robin Carr	3,651.30	One time Bonus paid pursuant to the legislation.
Nunez,Robert	2,372.51	One time Bonus paid pursuant to the legislation.
Parker,Carolyn E	2,802.35	One time Bonus paid pursuant to the legislation.
Randolph,Khalid R	2,929.57	One time Bonus paid pursuant to the legislation.
Realiza,Patrick	2,515.80	One time Bonus paid pursuant to the legislation.
Scott,Jeffrey	4,275.79	One time Bonus paid pursuant to the legislation.
Sereke-Brhan,Heran	5,797.68	One time Bonus paid pursuant to the legislation.
Witten,Herman Melvin	3,100.69	One time Bonus paid pursuant to the legislation.
TOTAL	79,845.83	
<u>2 - FY 2023</u>		
There are no bonuses paid in FY 2023, to date.		
<u>B) Special Award Payments</u>		
<u>1 - FY 2022</u>		
There are no special award paid in FY 2022		
<u>2 - FY 2023</u>		
There are no special award paid in FY 2023, to date.		

7. For fiscal years 2022 and 2023 (as of January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

Response

There were no employees separated from the agency with separation pay in fiscal years 2022 and 2023 to date.

8. For fiscal years 2021, 2022, and 2023 (as of January 31), please state the total number of employees receiving worker’s compensation payments.

Response

No employees received worker’s compensation payments in fiscal years 2021, 2022, and 2023 to date.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2022 and 2023 (as of January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31).

Response

Name	Title	Reason for Leave	Date	Paid/ Unpaid	Current Status
Lesesne, Devon	Community Outreach Specialist	Enforced Leave	5/2/22 - 5/6/22	Paid	Resigned
Sereke-Brhan, Heran	Executive Director	Confidential	8/5/22 - 9/30/22	Paid	Resigned

10. For fiscal years 2022 and 2023 (as of January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

Response

1) FY 2022 Intra-District Transfers to Other Agencies

Project No.	Description	Buyer Agency	Seller Agency	Amount
2WMMBX	Laptops and Docking Stations	Commission on the Arts and Humanities (CAH)	Office of the Chief Technology Officer (OCTO)	\$ 19,560.00
9FMBX0	Fleet Services	Commission on the Arts and Humanities (CAH)	Department of Public Work (DPW)	\$ 1,782.49
BX22BE	Executive Learning & Development	Commission on the Arts and Humanities (CAH)	DC Department of Human Resources (DC HR)	\$ 12,500.00
ARTFES	Arts All Night Festival	Commission on the Arts and Humanities (CAH)	Department of Small and Local Business Development (DSLBD)	\$ 283,000.00

BXBE22	HR Services	Commission on the Arts and Humanities (CAH)	DC Department of Human Resources (DC HR)	\$ 88,766.00
DTBX22	DC Net Sweep	Commission on the Arts and Humanities (CAH)	Office of the Chief Technology Officer (OCTO)	\$ 19,926.71
L22BX0	Telecommunications	Commission on the Arts and Humanities (CAH)	Office of Finance and Resources Management (OFRM)	\$ 2,631.68
PX0BX0	Purchase/Travel Card	Commission on the Arts and Humanities (CAH)	Purchase Card Transactions (PX0)	\$ 111,866.01
Total				\$ 540,032.89

2) FY 2022 Intra-District Transfers from Other Agencies

Project No.	Description	Seller Agency	Buyer Agency	Amount
MDC22N	MURALS DC PROGRAM	Commission on the Arts and Humanities (CAH)	Department of Public Services (DPW)	\$ 58,500.00
Total				\$ 58,500.00

3) FY 2023 Inter-agency project from Other Agencies

Project No.	Description	Seller Agency	Buyer Agency	Amount
400609	MURALS DC PROGRAM	Commission on the Arts and Humanities (CAH)	Department of Public Services (DPW)	\$ 85,000.00
Total				\$ 85,000.00

4) FY 2023 Inter-agency projects to Other Agencies

Project No.	Description	Buyer Agency	Seller Agency	Amount
200081	Purchase/Travel Card	Commission on the Arts and Humanities (CAH)	Purchase Card Transactions (PX0)	\$ 125,000.00
400062	Arts All Night Festival	Commission on the Arts and Humanities (CAH)	Department of Small and Local Business Development (DSLBD)	\$ 250,000.00
400063	Fleet Services	Commission on the Arts and Humanities (CAH)	Department of Public Work	\$ 1,439.82

TBD	Certified Public Managers program	Commission on the Arts and Humanities (CAH)	DC Department of Human Resources (DC HR)	\$ 9,460.57
TBD	Benefits Administration	Commission on the Arts and Humanities (CAH)	DC Department of Human Resources (DC HR)	\$ 11,500.00
TBD	City-wide Sign Language Interpreter Services	Commission on the Arts and Humanities (CAH)	DC Department of Disability Services	\$ 5,000.00
TBD	Telecommunication Services	Commission on the Arts and Humanities (CAH)	Office of the Chief Technology Officer (OCTO)	\$ 30,000.00
Total				\$ 432,400.39

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2022 and 2023 (as of January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

Response

Commission on the Arts and Humanities (BX0)			
List of Reprogramming Actions			
1) FY 2022			
Effective Date	Document No.	Description	Amount
9/7/2022	BJRPBX22	Funds were reprogrammed within the Dedicated tax fund from Contractual Services (CSG 0041) to Supplies (CSG 0020), Telecommunications (CSG 0031) and Equipment (CSG 0070) to address emergency telecommunication costs associated with the replacement of many access points throughout the office suite. CAH needs to purchase additional supplies in order to complete grant application panel process.	90,000.00
This reprogramming didn't affect the agency's over all budget.			
2) FY 2023			
Effective Date	Document No.	Description	Amount
1/20/2023		Funds were reprogrammed within Federal grant fund from General Operating support program (300194) to the Public Arts program (300017). This enabled proper and timely issuance and recordation of grant awards to grantees. The account for both programs remained under Grants and Gratuities (7141007).	142,060.00
N/A		Funds were reprogrammed within Dedicated taxes fund from General Operating support program (300194) and Public Arts program (300017) to the Neighborhood Arts (300016). This enabled proper and timely issuance and recordation of grant awards to grantees. The account for both programs remained under Grants and Gratuities (7141007).	6,999,290.00
This reprogramming didn't affect the agency's over budget.			

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2023 to date. Also, include both known and anticipated intra-agency reprogramming. For each, give the date, amount, and rationale.

Response

There was no reprogramming of funds into or out of the agency for fiscal years 2022 and 2023.

13. For fiscal years 2022 and 2023 (as of January 31), please identify each special purpose revenue fund maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the programs that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

Response

Commission on the Arts and Humanities (BX0)										
Arts and Humanities Fund										
Fund Code and OFOS Title	Official Name	DC. Code Establishing the fund	Description of the program that generates the fund	Fiscal Year						
				2021	2022		2023 (Jan 31)			
				Fund Balance	Revenue	Expenditure	Fund Balance	Projected Revenue	Expenditure YTD	Projected Fund Balance
0600/Special Purpose Fund - 1060004	Arts and Humanities Enterpris	§39-205.01; §39-	Rental of the historic Lincoln Theatre and Ticket Sales	65,001	-	-	65,001	-	-	65,001
	Arts and Humanities Enterpris	§39-205.01; §39-	Proceeds of the sale or loan by the District government of works of art, print, and promotional items	-	-	-	-	-	-	-
	Arts and Humanities Enterpris	§39-205.01; §39-	Fees Collected pursuant to section 2e if Title IV of the District of Columbia Revenue Act of 1937 pursuant to § 50-1501.02e	-	-	-	-	-	-	-
	Arts and Humanities Enterpris	§39-205.01; §39-	Delinquent Debt Recovery Act, Subject to the availability of funds up to \$2.5 Million pursuant to § 1-350.04(d)	2,500,000	2,500,000	4,309,345	690,655	-	-	690,655
0110/Dedicated Tax Fund - 1011002	Arts and Humanities Enterpris	§39-205.01; §39-	5% of the sales tax revenue collected pursuant § 47-2002(d); §47-2202(b)	9,840,415	41,773,640	38,591,699	13,022,356	42,546,000	9,326,222	4,862,613
(c) Money in the Fund shall be used for:										
(1) The administration, improvement, and maintenance of property and programs managed by the Commission; and										
(2) Purposes, including grants, consistent with § 39-205(c-1).										

14. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogramming, etc.) for fiscal years 2021, 2022, and the first quarter of 2023. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2021 and 2022.

Response

Commission on the Arts and Humanities (BX0)							
Fiscal Year 2021 Budget and Actual Expenditures							
Division Code	Division Title	Fund Type	Expenditure Category	Approved Budget	Revised Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT	LOCAL FUND	NON-PERSONNEL SERVICES	2,194,479.63	2,194,479.63	2,061,831.28	132,648.35
		DEDICATED TAXES	PERSONNEL SERVICES	1,505,317.71	1,505,317.71	596,731.29	908,586.42
1000 Total				3,699,797.34	3,699,797.34	2,658,562.57	1,041,234.77
2000	ARTS BUILDING COMMUNITIES	DEDICATED TAXES	NON-PERSONNEL SERVICES	30,537,659.20	30,537,659.20	29,088,587.03	1,449,072.17
2000 Total				30,537,659.20	30,537,659.20	29,088,587.03	1,449,072.17
3000	DC CREATES PUBLIC ART	CAPITAL FUND - OTHER	NON-PERSONNEL SERVICES	0.00	0.00	4,850.57	(4,850.57)
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	83,500.00	85,000.00	85,000.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	406,528.81	406,528.81	480,869.43	(74,340.62)
			NON-PERSONNEL SERVICES	1,261,852.86	1,261,852.86	801,357.23	460,495.63
3000 Total				1,751,881.67	1,753,381.67	1,372,077.23	381,304.44
4000	ARTS LEARNING AND OUTREACH	FEDERAL GRANT FUND	PERSONNEL SERVICES	156,123.48	90,501.54	90,501.54	0.00
			NON-PERSONNEL SERVICES	145,000.00	0.00	0.00	0.00
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	75,000.00	0.00	0.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	237,140.73	237,140.73	22,650.74	214,489.99
			NON-PERSONNEL SERVICES	365,000.00	365,000.00	100,731.42	264,268.58
4000 Total				978,264.21	692,642.27	213,883.70	478,758.57
5000	ADMINISTRATION	FEDERAL GRANT FUND	PERSONNEL SERVICES	404,480.15	176,915.22	176,915.22	0.00
			NON-PERSONNEL SERVICES	13,396.37	0.00	(5,000.00)	5,000.00
		DEDICATED TAXES	PERSONNEL SERVICES	419,905.06	419,905.06	395,123.43	24,781.63
			NON-PERSONNEL SERVICES	920,500.00	920,500.00	554,875.00	365,625.00
5000 Total				1,758,281.58	1,517,320.28	1,121,913.65	395,406.63
Grand Total				38,725,884.00	38,200,800.76	34,455,024.18	3,745,776.58

FY 2021 variance (budget balance) is due:
 \$297,579.35 is in PS due to vacancy savings
 \$1,974,475.63 is in NPS because of lower spending for other service and charges, contractual services and telecommunications
 \$1,473,572.17 in Subsidies and Transfer

Commission on the Arts and Humanities (BX0)							
Fiscal Year 2022 Budget and Actual Expenditures							
Division Code	Division Title	Fund Type	Expenditure Category	Approved Budget	Revised Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT	LOCAL FUND	NON-PERSONNEL SERVICES	2,273,780.64	2,273,780.64	2,035,057.79	238,722.85
		DEDICATED TAXES	PERSONNEL SERVICES	909,257.32	999,257.32	444,535.60	554,721.72
1000 Total				3,183,037.96	3,273,037.96	2,479,593.39	793,444.57
2000	ARTS BUILDING COMMUNITIES	FEDERAL GRANT FUND	NON-PERSONNEL SERVICES	270,880.91	1,732,813.58	1,687,022.91	45,790.67
		SPECIAL PURPOSE REVENUE FUNDS (O'TYPE)	NON-PERSONNEL SERVICES	0.00	4,309,345.00	4,309,345.00	0.00
		DEDICATED TAXES	NON-PERSONNEL SERVICES	28,657,306.03	33,457,306.03	32,030,889.04	1,426,416.99
2000 Total				28,928,186.94	39,499,464.61	38,027,256.95	1,472,207.66
3000	DC CREATES PUBLIC ART	OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	83,500.00	58,500.00	58,500.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	499,016.30	499,016.30	512,735.14	(13,718.84)
			NON-PERSONNEL SERVICES	1,640,120.00	1,640,120.00	1,298,207.74	341,912.26
3000 Total				2,222,636.30	2,197,636.30	1,869,442.88	328,193.42
4000	ARTS LEARNING AND OUTREACH	FEDERAL GRANT FUND	PERSONNEL SERVICES	97,009.93	97,009.93	104,202.06	(7,192.13)
			NON-PERSONNEL SERVICES	287,225.81	458,959.05	458,959.05	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	71,177.53	71,177.53	70,478.03	699.50
			NON-PERSONNEL SERVICES	869,682.19	869,682.19	602,240.62	267,441.57
4000 Total				1,325,095.46	1,496,828.70	1,235,879.76	260,948.94
5000	ADMINISTRATION	FEDERAL GRANT FUND	PERSONNEL SERVICES	100,983.35	100,983.35	105,392.96	(4,409.61)
			NON-PERSONNEL SERVICES	5,000.00	10,000.00	5,000.00	5,000.00
		DEDICATED TAXES	PERSONNEL SERVICES	753,780.13	753,780.13	624,713.46	129,066.67
			NON-PERSONNEL SERVICES	1,848,423.60	1,758,423.60	915,729.51	842,694.09
5000 Total				2,708,187.08	2,623,187.08	1,650,835.93	972,351.15
Grand Total				38,367,143.74	49,090,154.65	45,263,008.91	3,827,145.74

FY 2022 variance (budget balance) is due:
 \$343,222.37 is in PS due to vacancy savings
 \$1,756,359.71 is in NPS because of lower spending for other service and charges, contractual services and telecommunications
 \$1,667,495.18 in Subsidies and Transfer
 \$56,624.94 in equipment - Furniture and fixture

Commission on the Arts and Humanities (BX0)
Fiscal Year 2023 Budget and Actual Expenditures (First Quarter)

Cost Center Description	Program	Program Description	Fund Type	Expenditure Category	Approved Budget	Revised Budget	Expenditures	Available Balance
AGENCY FINANCIAL OPERATIONS DEPARTMENT	150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	DEDICATED TAXES	PERSONNEL SERVICES	104,903.03	104,903.03	-	104,903.03
	150003 Total				104,903.03	104,903.03	-	104,903.03
AGENCY FINANCIAL OPERATIONS DEPARTMENT Total					104,903.03	104,903.03	-	104,903.03
ARTS DIVISION	300016	NEIGHBORHOOD ARTS	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	427,120.22	427,120.22	-	427,120.22
	300016 Total				427,120.22	427,120.22	-	427,120.22
	300017	PUBLIC ARTS	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	-	142,060.36	-	142,060.36
			DEDICATED TAXES	PERSONNEL SERVICES	678,165.42	678,165.42	143,385.27	534,780.15
				NON-PERSONNEL SERVICES	2,710,000.00	2,710,000.00	19,480.00	2,690,520.00
	300017 Total				3,388,165.42	3,530,225.78	162,865.27	3,367,360.51
	300194	GENERAL OPERATING SUPPORT	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	142,060.36	-	-	-
DEDICATED TAXES			NON-PERSONNEL SERVICES	26,872,675.02	26,872,675.02	1,997,176.00	24,875,499.02	
300194 Total				27,014,735.38	26,872,675.02	1,997,176.00	24,875,499.02	
ARTS DIVISION Total					30,830,021.02	30,830,021.02	2,160,041.27	28,669,979.75
ARTS LEARNING & OUTREACH DIVISION	300011	ART LEARNING & OUTREACH	FEDERAL GRANT FUND - FPR	PERSONNEL SERVICES	104,723.56	104,723.56	26,200.64	78,522.92
				NON-PERSONNEL SERVICES	20,000.00	20,000.00	-	20,000.00
			DEDICATED TAXES	PERSONNEL SERVICES	72,601.40	72,601.40	17,386.42	55,214.98
				NON-PERSONNEL SERVICES	790,000.00	790,000.00	5,450.00	784,550.00
300011 Total				987,324.96	987,324.96	49,037.06	938,287.90	
ARTS LEARNING & OUTREACH DIVISION Total					987,324.96	987,324.96	49,037.06	938,287.90
FACILITIES AND BUILDING DIVISION	300013	FACILITIES AND BUILDING	DEDICATED TAXES	NON-PERSONNEL SERVICES	6,301,158.80	6,301,158.80	-	6,301,158.80
	300013 Total				6,301,158.80	6,301,158.80	-	6,301,158.80
FACILITIES AND BUILDING DIVISION Total					6,301,158.80	6,301,158.80	-	6,301,158.80
GRANTS MANAGEMENT DIVISION	100044	GRANTS ADMINISTRATION - GENERAL	FEDERAL GRANT FUND - FPR	PERSONNEL SERVICES	104,095.86	104,095.86	26,228.40	77,867.46
				NON-PERSONNEL SERVICES	5,000.00	5,000.00	-	5,000.00
			DEDICATED TAXES	PERSONNEL SERVICES	745,068.28	1,051,810.60	150,319.22	901,491.38
				NON-PERSONNEL SERVICES	855,886.23	855,886.23	150,868.82	705,017.41
			100044 Total				1,710,050.37	2,016,792.69
GRANTS MANAGEMENT DIVISION Total					1,710,050.37	2,016,792.69	327,416.44	1,689,376.25
HUMANITIES DIVISION	300014	HUMANITIES	DEDICATED TAXES	NON-PERSONNEL SERVICES	1,482,625.60	1,482,625.60	-	1,482,625.60
	300014 Total				1,482,625.60	1,482,625.60	-	1,482,625.60
HUMANITIES DIVISION Total					1,482,625.60	1,482,625.60	-	1,482,625.60
INFORMATION TECHNOLOGY DIVISION	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	DEDICATED TAXES	NON-PERSONNEL SERVICES	10,000.00	10,000.00	-	10,000.00
	100071 Total				10,000.00	10,000.00	-	10,000.00
INFORMATION TECHNOLOGY DIVISION Total					10,000.00	10,000.00	-	10,000.00
OFFICE OF COMMUNICATIONS	100157	PUBLIC AFFAIRS	DEDICATED TAXES	PERSONNEL SERVICES	834,567.48	834,567.48	234,867.82	599,699.66
				NON-PERSONNEL SERVICES	400,000.00	400,000.00	-	400,000.00
			100157 Total				1,234,567.48	1,234,567.48
OFFICE OF COMMUNICATIONS Total					1,234,567.48	1,234,567.48	234,867.82	999,699.66
OFFICE OF GENERAL COUNSEL	100092	LEGAL SERVICES - GENERAL	DEDICATED TAXES	PERSONNEL SERVICES	437,279.35	437,279.35	60,274.14	377,005.21
	100092 Total				437,279.35	437,279.35	60,274.14	377,005.21
OFFICE OF GENERAL COUNSEL Total					437,279.35	437,279.35	60,274.14	377,005.21
OFFICE OF RESOURCE ALLOCATIONS	100127	RESOURCE MANAGEMENT - GENERAL	DEDICATED TAXES	PERSONNEL SERVICES	436,205.41	436,205.41	94,705.96	341,499.45
	100127 Total				436,205.41	436,205.41	94,705.96	341,499.45
OFFICE OF RESOURCE ALLOCATIONS Total					436,205.41	436,205.41	94,705.96	341,499.45
OFFICE OF THE DIRECTOR	100151	EXECUTIVE ADMINISTRATION	DEDICATED TAXES	PERSONNEL SERVICES	464,086.20	464,086.20	112,787.01	351,299.19
				NON-PERSONNEL SERVICES	992,817.78	992,817.78	6,207.81	986,609.97
			100151 Total				1,456,903.98	1,456,903.98
OFFICE OF THE DIRECTOR Total					1,456,903.98	1,456,903.98	118,994.82	1,337,909.16
WORKFORCE ADMINISTRATION DIVISION	100058	HUMAN RESOURCE SERVICES - GENERAL	DEDICATED TAXES	PERSONNEL SERVICES	135,960.00	135,960.00	35,263.89	100,696.11
				NON-PERSONNEL SERVICES	75,000.00	75,000.00	-	75,000.00
			100058 Total				210,960.00	210,960.00
WORKFORCE ADMINISTRATION DIVISION Total					210,960.00	210,960.00	35,263.89	175,696.11
Grand Total					45,202,000.00	45,508,742.32	3,080,601.40	42,428,140.92

FY 2023 variance (budget balance) is due to expenditures showing only First Quarter.

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2022 and 2023 (as of January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Start Date	Anticipated Expiration	Party	Purpose
9.3.2021	9.30.2021	DDOT	Color the Curb School Safety Program
6.25.2021	9.30.2022	DCPL	Special projects development
10.1.2021	9.30.2022	DCHR	HR Services and recruitment
2.8.2022	4.21.2023	HumanitiesDC	In accordance with D.C. Code § 39-205.01.
3.2.2022	9.30.2023	DPW	MuralsDC Program
10.1.2022	9.30.2023	DSLBD	Collaboration for Art All Night
10.1.2022	9.30.2023	DCHR	Benefits administration for CAH
10.1.2022	9.30.2023	DCHR	Certified Public Manager (CPM) selection and development for one CAH employee.
2.16.2022	9.30.2022	DGS	Barry Building Project
10.1.2022	9.30.2023	ODDHH	Sign Language interpretation and/or CART services
10.14.2022	3.31.2023	DPR & DC Water	Design and fabrication of a public art project in the “Margaret B. Cooper and Lillian A. Gordon Park” in NW DC (amendment)
1.27.2023	4.19.2024	HumanitiesDC	In accordance with D.C. Code § 39-205.01.

16. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, such as the “Form B” for all District agencies (See D.C. Code § 47- 318.05a). In order to help the Committee, understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2021, 2022, and 2023.

Response

There were no agency budget enhancements requests from the agency for fiscal years 2022 and 2023.

17. Please list all currently open capital projects for your agency (as of January 31st) including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

Response

PROJECT TITLE:	Charles Hamilton Houston Bronze Statue
PROJECT NO:	CHH04C
BUDGET:	\$300,000
EXPENDITURES TO DATE:	\$0 AVAILABLE BUDGET: \$300,000

PROJECT DESCRIPTION

The project will commission an artist to design, fabricate, and install a bronze statue commemorating African American attorney, Charles Hamilton Houston for his lifetime of achievements and contributions to the American civil rights movement, education, and the legal profession. He is recognized as the architect behind the legal doctrine that ultimately caused the demise of legalized racial segregation and “separate but equal” in the United States. During his tenure as Dean of the Howard University School of Law, he developed the school’s reputation as a major national center for training black lawyers, and as the first special counsel for the NAACP, he led litigation strategies to attack racial housing covenants and segregated schools.

CURRENT STATUS

The project is in the second year of the land transfer from the National Park Service (NPS) to the District of Columbia. Background: The first phase of the project was to identify the site where the statue will be installed. After considering a number of locations around the District, including sites on or near Howard Law School and the park across the street from Dunbar High School where he attended, the consensus was to place the statue on Indiana Avenue NW across from the H. Moultrie Courthouse and his law office. The proposed property is owned by NPS. On May 19, 2021, Senior Advisor Beverly Perry wrote to NPS Area Director Kym Hall to formally request a Transfer of Jurisdiction of the property, a process that is used when the property remains useful and attractive to the federal government, but has unique value to the District of Columbia, or in situations where the property is useful, but the federal government has no immediate plans to use or develop the property. On November 29, 2021, NPS Area Director Hall responded to Senior Advisor Perry’s letter, stating that NPS could move forward with a potential transfer. The process has many steps that involves consultation with numerous interested parties, compliance with the National Environmental Policy Act and the National Historic Preservation Act, and approvals by both the National Capital Planning Commission and the Council of the District of Columbia.

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

Response

There are no pending lawsuits naming the agency or any employee in his or her official capacity as a party.

19. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2022 or 2023 (as of January 31).

Response

There were no known investigations, studies, audits, or reports on the agency, or any employee of the agency completed at any time in fiscal years 2022 or 2023.

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

Response

There are no known ongoing investigations, audits, or reports of CAH or its employees.

20. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2021, 2022, and 2023 (as of January 31). Give a brief description of each grievance, and the outcome as of January 31, 2023. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

Response

There were no grievances filed by employees or labor unions against agency management for fiscal years 2021, 2022, or 2023.

21. (a) Please describe the agency’s procedures for investigating allegations of sexual harassment committed by or against its employees.

Response

CAH employees, Commission Members, applicants for employment, contractors, grantees, and those doing business with the Commission have the protections identified in Mayor’s Order 2017-312, Sexual Harassment Policy, Guidance, and Procedures. CAH employees are also protected under the Human Rights Act of 1977.

CAH follows the policies and procedures outlined in Mayor’s Order 2017-312 for investigating allegations of sexual harassment committed by or against its employees. If there are any allegations of sexual harassment, sexual misconduct, or discrimination committed by or against CAH’s Executive Director, or if an investigation conducted by CAH's Executive Director would otherwise present a conflict of interest, the complainant is to contact the MOLC. Finally, agency employees are required to complete mandatory trainings and are kept informed of their rights, responsibilities, and available resources by the agency’s Sexual Harassment Officer.

- (b) If different, please describe the agency’s procedures for investigating allegations of misconduct.

Response

CAH’s procedures for investigating allegations of misconduct follow the procedures outlined above for investigating allegations of sexual harassment.

- (c) List chronologically and describe each allegation of sexual harassment and misconduct received by the agency in FY 2022 and FY 2023 (as of January 31) and the resolution of each as of the date of your answer.

Response

CAH does not tolerate any form of sexual harassment and there have been no allegations of sexual harassment relating to the Commission or its employees in FY 2022 or FY 2023.

22. In table format, please list the following for fiscal years 2022 and 2023 (as of January 31, 2023) regarding the agency’s use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

Response

FY2022 CAH Purchase Card Activity and Cardholder Transactions			
Cardholder’s Last Name	Cardholder’s First Name	Position Title	Total Charges
Banks	Calenthia	Executive Assistant	\$48,653.23
Parker	Carolyn	Office Manager	\$63,312.78
Total expenditures for fiscal year 2022			\$111,966.01
FY2023 CAH Purchase Card Activity and Cardholder Transactions (thru January 31, 2023)			
Parker	Carolyn	Office Manager	\$17,584.98
Total expenditures for fiscal year 2023 (as of January 31, 2023)			\$17,584.98

*NB: In accordance with the Office of Contracting and Procurement (OCP) regulations, each card has the following purchasing thresholds:

Single purchase limit for Services per transaction: \$2,500

Single purchase limit for Goods per transaction: \$5,000

Daily charge limit per card: \$10,000

Monthly charge limit per card: \$20,000

23. Please provide a list of all procurements for goods or services for use by your agency over \$25,000 for fiscal years 2022 and 2023 (as of January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

Response

Commission On the Arts and Humanities (BX0)				
Contracts (excluding grants) \$25,000 and above				
FY	Supplier	PO ID	Description of Services	Amt Ordered
2022	WALTON & GREEN CONSULTANTS	PO652776-V3	TEMPORARY STAFFING SERVICES	\$ 256,945.58
	BAYNE LLC	PO662142-V2	MARKETING AND PUBLIC RELATION SERVICES	\$ 246,988.16
	VTECH SOLUTION INC.	PO662519-V2	TEMPORARY SERVICES	\$ 150,000.00
	ELY INC.	PO654663-V2	ART STORAGE AND HANDLING	\$ 136,249.00
	ELY INC.	PO667750	ART STORAGE AND HANDLING	\$ 125,000.00
	IT'S MY THEATRE INC.	PO654292	LINCOLN THEATRE LEASING AGREEMENT	\$ 120,000.00
	HISTORY ASSOCIATES, INC.	PO653295-V3	ART BANK SURVEY AND ASSESSMENT	\$ 126,720.00
	FRAME OF MINE, INC.	PO655438-V2	ART FRAMING SERVICES	\$ 100,000.00
	EXPERTS IN FRAMING LLC	PO660609	ARCHIVAL FRAMING ARTWORK SERVICES	\$ 99,922.38
	JUNGLE LASERS LLC,	PO652671	GRANTS MANAGEMENT DATABASE	\$ 99,725.00
	EXPERTS IN FRAMING LLC	PO653176	FRAMING SERVICES - SPECIAL PROJECTS	\$ 75,000.00
	XEROX CORPORATION	PO654908-V2	COPIER SERVICES	\$ 33,099.09
	MID ATLANTIC ARTS FOUNDATION	PO659261	MID-ATLANTIC ARTS FOUNDATION ANNUAL AGREEMENT	\$ 30,000.00
	NATIONAL ASSEMBLY OF STATE	PO661466	MEMBERSHIP DUES	\$ 25,470.00

	PRINCESS MHOON DANCE INSTITUTE	PO657383	SPONSORSHIP	\$ 25,000.00
	TERRE MARRE CONSERVATION, LLC	PO653201	Public Art Conservation Survey and Assessment	\$ 42,034.40
	STOVER AND ASSOCIATES	PO660188	COVID-19 ARTS ECONOMIC AND SOCIAL IMPACT STUDY	\$ 78,500.00
FY	Supplier	PO ID	Description of Services	Amt Ordered
2023	VTECH SOLUTION INC	PO672581	TEMPORARY STAFFING SERVICES	\$ 186,000.00
	ELY INC.	PO677710-V2	ELY ART STORAGE & HANDLING	\$ 143,612.00
	IT'S MY THEARTRE INC.	PO675773	LINCOLN THEATRE	\$ 120,000.00
	EXPERTS IN FRAMING LLC	PO677971	ARCHIVAL FRAMING ARTWORK SERVICES	\$ 99,922.38
	JUNGLE LASERS LLC.	PO674569	GRANTS MANAGEMENT DATABASE	\$ 91,775.00
	FRAME OF MINE, INC.	PO673588	ART FRAMING SERVICES	\$ 50,000.00
	XEROX CORPORATION	PO676929	COPIER SERVICES	\$ 32,530.92
	NATIONAL ASSEMBLY OF STATE	PO679606	MEMBERSHIP DUES	\$ 25,980.00
	BAYNE LLC	PO677485	MARKETING AND PUBLIC RELATION SERVICES	\$ 102,319.93

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

Response

The agency's telecommunications are managed through the DC Government Fixed Cost Management System (FCMS). At the start of the New Year funds are loaded into the system which allows access to FCMS and shows the number of landlines and mobile phones currently being used by the agency. Monthly inventory checks are completed. This recertifies numbers that are active in the agency. Numbers that are no longer in use are submitted through a Request for Telephone Service (RTS), disconnected, and removed, so that the agency is no longer charged for them.

(b) In table format (if the answer is more than 20 lines then provide as an attachment), please provide the following information for fiscal years 2022 and 2023 (as of January 31), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

Response

All FTEs are authorized to have cell phones and mobile devices through the approval of the Executive Director. Employees use their phones and devices when teleworking due to COVID-19 restrictions or when they are

conducting workshops and community meetings in the field. CAH is under the AT&T Government Pool Plan priced at \$49.00 per device (See Appendix 3).

25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2022 and 2023 (as of January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.); and (6) what employee discipline resulted, if any.

Response

CAH owns one government vehicle.

Year: 2013
Make: Dodge
Color: White
Tag No: DC10120
VIN: 2C4RDGCG8DR644838

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2021, 2022, and 2023 (as of January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

Response

There have been no accidents involving the agency's vehicle in fiscal years 2020, 2021, or 2022 (as of January 31).

26. Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2022 and FY 2023 to date. Briefly describe each and the sanction, if any.

Response

There were no lawsuits against the agency settled or decided by a trial court in FY 2022 and FY 2023 to date.

27. D.C. Law requires the Mayor to pay certain settlements and judgements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency in FY 2021, 2022, and 2023 (as of January 31st) for a settlement or judgment pursuant to D.C. Code § 2-402.

Response

There were no charge-backs to CAH in FY 2021, 2022, and 2023 (as of January 31st) for a settlement or judgment pursuant to D.C. Code § 2-402.

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

Response

CAH is in compliance with D.C. Code §§ 50-203 and 50-204, and prohibits chauffeurs, take home vehicles, and the use of SUVs.

(b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to use the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take- home status.

Response

CAH has no exceptions to the prohibition on chauffeurs, take-home vehicles, and the use of SUVs.

29. In table format, please provide the following information for fiscal years 2022 and 2023 (as of January 31) regarding your agency’s authorization of employee travel: (1) each trip outside the region on official business or at agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).

Response

Commission on the Arts and Humanities (BX0)					
<u>Fiscal Year 2022 Employee Travel Expenses</u>					
Employee/Vendor Name	Position/Title	Invoice Description/Conference Attended	Travel/Effective Date	Amount	Justification
Alorie Clark	Arts Learning Coordinator	NASAA - Annual Conference, Kansas City,	9/19/22	1,378.42	Required conference/training related to positions of the staff
ALORIE CLARK				1,378.42	
Travis Marcus	Grants Management Specialist	2022 Mid-Atlantic Arts Foundation ADA	9/30/22	650.00	
TRAVIS MARCUS				650.00	
Total				2,028.42	
Commission on the Arts and Humanities (BX0)					
<u>Fiscal Year 2023 YTD Employee Travel Expenses</u>					
Employee/Vendor Name	Position/Title	Invoice Description/Conference Attended	Travel/Effective Date	Amount	Justification
Lauren Dugas Glover	Public Art Manager	Art Basel, Miami FL	12/1/22	1,067.65	Required conference/training related to positions of the staff
LAUREN DUGAS GLOVER				1,067.65	
Melvin Herman	Legislative and Community	Art Basel, Miami FL	12/1/22	1,095.78	
MELVIN HERMAN				1,095.78	
Terrell Johnson	Senior Grants Advisor	Art Basel, Miami FL	12/1/22	1,095.78	
TERRELL JOHNSON				1,095.78	
Total				3,259.21	

30. Please provide and itemize, as of January 31, 2023, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Response

CAH Temp Employees (as of January 31, 2022)				
Employee Name	Position Title	Start Date	Temp NTE Date	Length of Temp Appt
Hisle, Jeanne	Grants Management Specialist	5/9/2022	5/9/2023	1 Year
Howard, Marcia	Grants Management Specialist	5/9/2022	5/9/2023	1 Year
Seit, Krystle	Grants Management Specialist	5/9/2022	5/9/2023	1 Year
Jamon, Alexandre	Grants Management Specialist	5/9/2022	5/9/2023	1 Year

CAH Contract Personnel		
Contractor Name	Assignment	Description of Services
Anderson, Faith	Grants Department	CAH has an existing contract with vTech Solutions Inc. Contract personnel assigned to the Grants Department assist with processing applications, post-award registration, and payment paperwork processes.
Byrd, Barbara		
Pope, Danielle		

31. Please list, in table form, each grantee and grant amount for fiscal year 2021, fiscal year 2022, and fiscal year 2023 (as of January 31). Include grants that have been awarded, even if they have not yet been paid. For each grantee, indicate 1) the grant program the award was made under, 2) whether the grantee was an individual or an organization, and 3) the Ward in which the grantee was principally located.

Response

Please see Attachment #1 – Question 31

32. Please describe each step of the grant review and approval from grant application, staff review, evaluation panels, Commission committee review and approval, and Commission review and approval. Specifically describe what information is available to reviewers and approvers at each step, such as who applied for the grant.

Response

CAH strives for a grantmaking process that is competitive, fair, and balanced, with no prejudice and with support from as many knowledgeable parties as possible. CAH adheres to the processes set forth by the Citywide Grants Manual and Sourcebook along with guidance from the Office of the City Administrator Grants Management Division. The grant application review process is as follows:

- Applications are reviewed by CAH staff for compliance with the requirements set forth by the associated grant guidelines. Applicants that are disqualified prior to the panel process will be identified to the executive director with the appropriate rationale noted. The Grants and/or Public Art Committee(s) will be notified of this information. Applicants will then be notified of their disqualification by CAH staff.
- Prior to or concurrent with the aforementioned step, a public call to panelists is released. CAH grants and public art staff develop peer review advisory panels for applicants according to the grant program, working to ensure a diverse and inclusive panel assembly. CAH staff present confirmed panelists to the executive director and, upon his/her approval, submits the slate of panelists to the Grants and/or Public Art Committee(s) for review and approval. CAH staff confirms participation with prospective panelists. Confirmed panelists receive application materials to begin evaluation no less than three (3) weeks in advance of the in-person panel date and are instructed to insert pre-scores, when applicable.
- Concurrent with the above steps, commissioners elect panel date(s) of their choosing when each is available to convene said panel.
- On the date of the panel, a commissioner convener ensures that each panelist voices feedback on the applications from the panelists and solicits and monitors any conflict of interest among panelists. During the panel deliberations:
 - Commissioner conveners and CAH staff remain impartial.
 - Commissioner conveners and CAH staff abstain from adjudicating applications or offering extraneous information about applicants.
 - Commissioner conveners and CAH staff do not voice personal opinions on an applicant or add additional information on the applicant; and

- Commissioner conveners with an identified conflict of interest with any applicant exit the panel session during deliberation of said applicant.
- CAH staff collects preliminary scores from the panelists before the panel assembly day. Most panels currently take place virtually. On the occasion that there is a panel that requires in-person applicant participation (live work sample, presentation, etc.), CAH may propose to dismiss the lowest scoring applications in the preliminary ranking from discussion at the beginning of the in-person panel. If panelists unanimously consent, then any or all the proposed applications may be dismissed from further discussion. The advisory panel then evaluates, scores, and ranks proposals based upon the published review criteria. After panelists submit final scoring in the panel session, CAH staff reviews the final applicants ranking with the panelists. Conveners do not solicit input on, or engage in, funding recommendations from panelists at any time, since such conversations are not considered in the final funding recommendations.
- To ensure impartiality, CAH staff develops funding recommendations with the organization/individual names hidden. Applicant ward, discipline, and budget, when applicable, remain visible. Afterwards, staff present funding scenarios to the executive director based on the applicant score and the grant program budget limitations. The executive director reviews the recommended funding scenarios against agency strategic initiatives.
- Prior to a subsequent Grants or Public Art Committee meeting, staff may solicit updated conflict of interest forms from Grants or Public Art Committee members. Staff then present funding recommendation(s) to the members, with the commissioner convener noted, to the Committee in a meeting with a quorum of designated Committee members. Occasionally, applicants may have compliance issues that need to be brought to the Committee's attention. In these instances, staff notes the applicant with concerns by highlighting the recommendation. The Grants or Public Art Committee may opt to discuss the rationale for the concern (e.g., failure to submit interim or final reports or non-compliance with previous award stipulations). Further action may be warranted, including the removal of that prospective grantee from consideration.
- All applicants are presented to the Grants or Public Art Committee, including those that were deemed ineligible and those that were dismissed on panel day due to low preliminary scores. Applicant names are hidden from view to ensure impartiality. The Grants or Public Art Committee agree upon recommendations and, at that point, the funding recommendation list with the organization/individual names are made visible. If an adjustment is requested by a commissioner, a majority vote of the Grants or Public Art Committee is necessary to approve an amendment to the funding recommendations. The final slate of grant funding recommendations is presented to the full body of commissioners at a subsequent meeting.
- Prior to the full Commission meeting, staff sends each commissioner the slate of grant funding recommendations that are to be presented at the upcoming meeting. The slate includes details on the award, the ranking, and other pertinent details without disclosing applicant names. Commissioners are expected to review this information prior to arriving at the full Commission meeting.
- In a publicly open meeting of the full Commission, CAH staff, and the Grants and/or Public Art Committee Chair(s) present(s) the slate of recommended grant awards to commissioners. The chair of the Board of Commissioners announces any known conflicts of interest prior to each panel cohort and requests any commissioner with a conflict to recuse themselves through the discussion of each slate of recommended grant awards. The remaining commissioners then deliberate the recommendations to reach majority approval of the final grant funding allocation.
- Subsequently, CAH staff notifies awardees and administers grant agreements according to established policies and procedures.

33. (a) For fiscal year 2022 and 2023, please list, for each grant type, the date of Commission approval, the date of grant agreement execution, and the date payments were disbursed. For ongoing grant cycles, please list the anticipated dates.

Response

Please see Attachment #2 – Question 33

(b) Please describe any delay in grant awards and disbursements for fiscal 2022 and 2023.

CAH issued 761 awards to individuals and organizations on October 3, 2022. An additional 129 awards were issued on November 1, 2022. The processing of award paperwork and its movement into the purchase order process is often determined by the pace at which grantees submit agreement paperwork and compliance documentation. Grant managers engage with grantees to help them navigate revised budget forms, clean hands issues, and to secure the appropriate insurance coverage for their projects. Two additional circumstances arose in the early months of FY23 which caused delays in the processing of awards and the creation of purchase orders:

- **Miscoding of Grant Categories**

CAH's grants budget is divided into the following categories:

(a) General Operating Support (GOS) - 54%

(b) Facilities and Buildings (FAB) – 17%

(c) Humanities DC (HDC) – 4%

(d) Arts and Humanities – 25% (This category consists of most of the project-based grants and the fellowship grant)

The new District Integrated Financial System (DIFS) that was implemented for FY23 had new funding categories and associated codes. Approximately, \$7 million of funding that should have been coded for (d) above was erroneously coded for (a), which meant that a delay ensued as CAH waited for the monies to be reprogrammed and returned to the correct category.

- **Delay in Establishing New Vendors with District Government**

CAH had approximately 160 new grantees (new vendors) going into FY23. The appropriate paperwork was submitted by grantees and sent to the Procurement Center of Excellence (PCE) for set up in the PASS system. Grant managers flagged that it was taking more than six weeks for new vendor accounts to be established. At that point, it was discovered that PCE was processing new vendors, but there was a technical “break” between PASS and DIFS, which meant new grantees could not have their accounts fully established. Technical personnel from both OCTO and OCFO were engaged to solve the issue, but to-date have been unable to do so. A purchase order cannot be initiated in the financial system unless there is a fully established vendor account to which it can be attached. In late-January it was decided by CAH and OCFO to issue direct voucher payments to those grantees awaiting funds, rather than through the purchase order process.

34. What efforts has CAH made to increase grant support to Go-Go artists? What grants are available to Go-Go artists?

Response

CAH is required by statute to award grants “competitively to individuals and organizations based in and primarily serving the District” (D.C. Official Code § 39-204.(3)). Many individual Go-Go artists, who likely would otherwise be qualified, are not eligible for CAH grant programs because they live outside of the District. At the organizational level, CAH awards grants only nonprofit organizations. If a Go-Go (or any) band were to incorporate as a business entity, it's unlikely they would pursue, or be eligible, for a Federal tax-exempt nonprofit status. Eligible Go-Go artists may apply to any grant program for individuals, including the Arts and Humanities Fellowship Program (AHFP), and Projects, Events, or Festivals (PEF) grants.

Within AHFP, we have designated a special cohort exclusively for Go-Go artists. This is now the third year of that cohort (see increases in table below).

Fiscal Year	Number of Applicants	Number of Awardees
2021	4	3
2022	9	7
2023	15	10

CAH has funded Go-Go projects through its organizational grant programs e.g., Arts and Humanities Education Project (AHEP), Field Trip Experiences (FTE), and Projects, Events, or Festival (PEF) grants, wherein organizations have offered performances and workshops for children and youth, and professional development opportunities for public school music teachers.

CAH continues to make efforts to support Go-Go artists outside of traditional grant funding, such as through event sponsorships. CAH is also involved in ongoing work with Howard University in developing a partnership around folk/traditional arts support and programming, a key component of which is Go-Go, with funding from the National Endowment for the Arts.

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

Response

CAH continues to livestream the regular monthly meetings and any special meetings of the Commission to YouTube, to increase transparency and accessibility for constituents. We continue to present “tele-townhalls”, live chats, grant-specific workshops, and are adding “listening sessions” to the scope of what we do to engage community members around proposed changes to specific grant programs. A monthly newsletter was added at the top of the 2023 calendar year with the goal of highlighting agency work and to communicate news and updates. The annual Business of the Arts workshop series offers opportunities for the community to engage around common areas of interest and provides insights into some of CAH’s processes and programs.

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

Response

CAH plans to launch a new community outreach initiative called the *Grants Application Assistance Program (GAAP)* in the late winter. The purpose of this program is to embed artists and humanities practitioners familiar with CAH’s offerings, into the community at non-traditional venues to develop awareness and access to artists who may not be familiar with the agency and its scope of work.

Enterprise Dataset Inventory (EDI). CAH will continue to develop its warehouse of datasets that directly support the mission of the agency and will collaborate with the Office of the Chief Technology Officer (OCTO) to work toward more efficient collection, use and sharing of agency data.

FOIA Library. CAH seeks to build a FOIA Library to proactively make certain documents available to the public without making a request.

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

Response

There are no legislative requirements that the agency lacks sufficient resources to properly implement.

38. Please identify any statutory or regulatory impediments to your agency’s operations.

Response

CAH recently engaged a consulting firm to determine the economic and social impacts of the COVID-19 pandemic on the arts and culture sector. A key finding of the study among both organizations and individuals was the continued need for flexible, relief-type funding to help sustain the arts and humanities community as it slowly rebuilds from the fall-out of the pandemic. CAH has offered three years of rent and mortgage relief funding to organizations, with an increase in the number of applications each year. CAH would like to have the option to offer the program again in FY 2024.

Commission Vacancies. D.C Code § 39–203(c) currently reads, in part: Should a vacancy occur, a successor shall be appointed by the Mayor within 30 days, with the advice and consent of the Council to serve until the end of the term of the member whom that successor succeeds. Because the current definition of “Commission” in § 39–202 refers to both staff and members of the Commission, CAH respectfully suggests amending D.C Code § 39–203(c) to read “should a vacancy occur *among the members of the Commission*, a successor shall be appointed by the Mayor within 30 days, with the advice and consent of the Council to serve until the end of the term of the member whom that successor succeeds.” This change will make clear that D.C Code § 39–203(c) does not apply to a vacancy in any staff role, including that of the Executive Director.

Appointment of an Executive Director. D.C Code § 39–205(a)(1) currently reads:

On or before October 1, 2019, the Commission shall nominate, and with the advice and consent of the Council, shall appoint an Executive Director for the Commission for a renewable 4-year term. The 4-year year term shall commence on October 1 in the year of the appointment and expire on September 30 of the fourth year of the term. The Executive Director may be removed by the Commission for just and reasonable cause.

Amending this section to the language below will allow CAH to appoint an Executive Director at any time in the event of a vacancy.

The Commission shall nominate, and with the advice and consent of the Council, shall appoint an Executive Director for the Commission for a renewable 4-year term. The Executive Director may be removed by the Commission for just and reasonable cause.

Professional Staff. “Staff” is mentioned twice in CAH’s enabling statute only to provide for staffing costs and supervision by the Executive Director. A specific subsection dedicated to “Professional Staff”, to include the Executive Director, would (1) distinguish the members of the Commission from the paid employees of the District of Columbia Government, (2) provide definition clarity for the purposes of CAH’s relationship with the Department of Human Resources (DCHR), and (3) remove any ambiguity regarding the employment relationship of the agency’s Executive Director.

39. Did your agency receive any FOIA requests in fiscal year 2022? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment. Also state here the total cost incurred by your agency for each fiscal year 2021, 2022, and 2023 (as of January 31) related to FOIA.

Response

The agency received two FOIA requests in FY 2022, filed a report of FOIA disclosure activities with the Secretary of the District of Columbia, and incurred no total costs for Fiscal Years 2021, 2022, and 2023 (to date). Please see Appendix 4: *Annual Freedom of Information Act Report for the Fiscal Year 2022 October 1, 2021, through September 30, 2022.*

40. For CBE agency compliance purposes, what is your agency’s current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency’s expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative

to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2021, 2022 and 2023 (as of January 31).

Response

COMMISSION ON THE ARTS AND HUMANITIES (BX0)								
SBE / CBE Spending for Fiscal year(s) 2021, 2022 and 2023								
	Expendable budget (as published in Green Book)	Adjusted Expendable Budget	SBE expenditure amount	% of adjusted budget spent with SBE's	CBE expenditure amount	% of adjusted budget spent with CBE's	Number of CBE waivers submitted	Waiver dollar amount
FY2021	\$ 257,637.00	\$421,850.72	\$690,189.80	163.61%	\$690,189.88	163.61	20	\$ 34,252,021.35
FY2022	\$1,095,333.00	\$6,153,351.15	\$826,671.01	13.43%	\$826,671.01	13.43%	25	\$34,644,238.48
FY2023	\$1,345,037.20	\$1,345,037.20	N/A		N/A			
Due to the percentage of agency funds allocated for personnel and grants, CAH remains committed to spending its contractual services portion of the budget with eligible CBE vendors (when possible). Unfortunately, some contracts remain specialized in nature or are contracts for proprietary services.								

- 41. Please provide, as an attachment, a copy of your agency’s current annual performance plan as submitted to the Office of the City Administrator.
- 42. (a) What are your agency’s key performance indicators and what has been your agency’s performance (for each of these KPIs) in fiscal year (or calendar year) 2021, 2022, and 2023 (through the first quarter).

CAH currently works with the Office of the City Administrator to establish KPIs for each fiscal year. Some KPIs are continuations of previous measures last fully reported on in FY 2020.

FY 2023 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY2023 Target	FY 2023 Quarter 1
Percent of grant payments processed within six to eight weeks	no	Up is Better	100%	50%
Percent of first-time applicants to the Commission on the Arts and Humanities	no	Up is Better	10%	18.6%

Average number of days from grant application deadline to establishing purchase order for awarded grants	yes	Down is Better	Varies	Annual Measure
Number of District Government or public-private partnerships and Memorandum of Understanding agreements signed regarding arts and cultural projects and programs	yes	Up is Better		7
Number of capacity building sessions for artists and organizations presented	yes	Up is Better		Annual Measure
Number of audience members/participants at community townhall/networking opportunities or other events hosted, presented, or co-produced by CAH	yes	Up is Better		Annual Measure
Number of public art projects completed	no	Up is Better		Annual Measure

(b) What KPIs have been dropped (or changed) since 2021? List each specifically and explain why it was dropped or changed.

Response

Percent of District of Columbia Public Schools and District of Columbia Public Charter Schools receiving Commission on the Arts and Humanities-funded programming was dropped in FY 2023 as the monies used to support such programs are difficult to track directly back to CAH funding. The vast majority of CAH’s organizational grantees have arts education programs as part of their programmatic scope and work directly with DCPS and DCPCS to benefit the students therein.

43. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2022 and 2023.

Response

Agency Administrative and Personnel Structures:

The agency’s budget has transitioned from Local Funding to Dedicated Tax Revenue Funding over the last 3-4 years, which has led to a significant increase in the agency’s overall budget. This increase has led to a similarly significant increase in the number of grants issued by the agency ex. 1,400 grants were issued to organizations and individuals in FY 2022. A key goal

of the agency for FY 2023 and in planning for FY 2024 is to build administrative and personnel structures to mirror this growth and to address the changing personnel needs of the agency. Some examples of how CAH has assessed its personnel structure to meet both the volume of grants and the wrap-around pieces that support CAH's grant-making practice include the following:

- (a) Growing both the Grants and Public Arts programming teams to solve for the increased number of grant applications and grantees.
- (b) Reimagining the community relations focus of the agency to ensure greater community participation by creating two positions i.e., Community Engagement Specialist, whose role is to deepen the relationship with current applicants and grantees, and a Community Development Specialist, whose role is reach beyond those communities who already know CAH and to seed new awareness and relationships with the broader community.
- (c) Adding a Diversity and Inclusion Officer to the agency staff by FY 2024 to ensure the work CAH is currently doing to grow towards greater equity is implemented with consistency and fidelity; and
- (d) Engaging in a gap analysis of the departments within CAH that support the work of the programming teams i.e., Administration, Communications/Marketing, Legal, and Resource Allocation, to ensure that the programming teams can work as quickly and efficiently as possible to meet the grant-making goals of the agency.

Building Robust Relationships with Sister Agencies:

CAH works closely with its sister agencies to facilitate grant-making processes and with other agencies to co-present/implement programming. As the volume of grants issued by CAH grows each year, it is increasingly imperative for CAH to work with agencies such as OCFO, the Procurement Center of Excellence at OCP, and the Office of Tax and Revenue to ensure grantees are on-boarded to DC government in a clear and efficient manner, and they are able to progress through various government systems, so they may receive their award monies and complete the obligations of their grants within the fiscal year. Building strong relationships, understanding, and "bridges" between CAH and these agencies will help allay concerns around delays, and their causes, with grantees.

While CAH has its own robust programmatic offerings, it also partners with sister agencies to implement inter-agency programming to bring the best of DC government to the community. Some examples of existing and growing relationships include:

- (a) Art All Night and DSLBD: CAH partners with DSLBD to produce the annual Art All Night celebration across the city. CAH has significantly increased its financial commitment to the project over the past two years and is keen to be a thought partner with the agency and to introduce DSLBD to its catalog of arts organizations and individual practitioners working across the city.
- (b) Marion Barry Legacy Project and DGS: CAH has worked closely with DGS this past year to realize the Marion Barry Jr. Legacy Public Art Project at the Marion S. Barry, Jr. Building (441 4th Street N). DGS has also been instrumental in securing a space for the project's team of artists to utilize while fabricating the works.
- (c) Color the Curb: School Safety Program: A partnership amongst CAH, DDOT's Art in the Right of Way program (AROW), and DC Public Schools, now in its third year, that addresses pedestrian safety around elementary schools across the district by activating the space within the curb extensions with ground murals. Working in consonance with sister agencies, DDOT and DCPS, CAH has created a program that addresses a very real concern in the community, while rooting the solution to that concern in artmaking and in the community itself. The Color the Curb initiative with

DDOT started as a pilot two years ago as an initiative to activate the curb extensions installed across the district. It has since evolved as a signature CAH program focused on elementary school roadway safety that engages students from the adjacent elementary school by teaming them up with selected muralists to help create designs that will be realized by the artists on the adjacent crosswalks at their schools.

(d) Murals DC and DPW: Now in its 16th year of programming, CAH has broadened its partnership by matching the financial commitment to this program to better reflect the needs of the participating artists and the communities they impact,

e) Commemorative Works Technical Assistance Program: A new initiative with the Office of Planning to provide technical assistance to communities interested in having commemorative works installed in their neighborhoods. The program envisions concept design plans across all eight (8) wards that have received approval from the Commemorative Works Committee; and

(f) Lincoln Theatre Program: CAH continues to work with sister agencies, including the Mayor's Offices of LGBTQ Affairs and the Mayor's Office on Asian and Pacific Islander Affairs to make the theatre available to them for their anchor celebratory events. CAH has also begun nascent conversations with University of the District of Columbia Theatre of the Arts personnel about a possible partnership.

Community Engagement: “Nothing For Us, Without Us”

Staff at CAH is committed to being reflective practitioners in their work in both grant-making and programming activities. Grant managers and program staff engage with the community through workshops, listening sessions, town-halls, and site visits. In FY 2022, CAH contracted Jon Stover & Associates in collaboration with Lord Cultural Resources to conduct a study of the impacts of the pandemic on the arts and humanities community. The resulting publication, COVID 19's Impact on DC's Arts and Cultural Sector, details findings through engagement with both organizations and individual practitioners in the city to determine the ongoing “fallout” of the impacts of the pandemic on the arts and humanities sectors. While staff at the agency is aware of many of these ongoing challenges, the study provides quantitative data to help the agency craft a plan of programming in response to the identified needs. Some examples of agency action on these issues include:

(a) Capacity Building: CAH engaged 88 organizations in a collective impact, capacity building initiative in FY 2022 to help assist in the acquisition of skills and understanding in desired areas of growth identified by the participants themselves. CAH plans to build upon the outcomes of the work done in FY 2022 to offer additional capacity building programming in FY 2023.

(b) Facilities and Buildings – Relief: This is the third year that CAH has offered this relief program with the goal of keeping arts organizations in their spaces as they engage in efforts to scale up programming to pre-pandemic levels of participation.

(c) I.D.E.A. by Design: Working with the premise that the road to equity is an ongoing and evolving journey, CAH has built out its “on-ramps” for applicants and grantees, so they can more fully understand the scope of Inclusion, Diversity, Equity, and Access, to realize them more fully in their programming and organizational structures. CAH first worked with Cultural Innovations Group in FY 2022 to engage the community of arts education providers and has more recently engaged the company to work with staff and applicants/grantees, to ensure clarity in scope and understanding; and

(d) Grantee Application Assistance Program (GAAP): Understanding that there are both real and perceived barriers to participation in CAH's grant-making offerings, a group of a dozen individual artists and humanities practitioners have been selected to engage with the broad community as ambassadors-of-sorts to help generate awareness and the technical know-how for those who may not know about CAH and the

opportunities therein. These ambassadors are current CAH grantees and have a deep knowledge of processes and potential hurdles, so are ideally positioned to help new community members onboard. This FY 2023 program will roll out in March, in advance of the launch of FY 2024 project and fellowship grants in May.

A CAH Foundation:

CAH has begun researching the possibility of creating a foundational “arm” to the agency that would both secure additional monies for the city’s community of arts and humanities organizations and individual practitioners, and allow for more expansive funding of groups and individuals who, historically, may not have had access to the agency’s grants and programmatic resources. Staff has met with representatives of both the DC Public Library Foundation and the DC Public Education Fund to learn from their respective journeys. The goal of the agency is to establish the foundation within the next year.

A Signature City-wide Arts Event:

Inspired by the international *Art Basel* arts event hosted by the city of Miami each year, CAH is in the early stages of planning a similar event for DC. The work of both local and international artists would be celebrated and provide the city with the opportunity to share its unique, local flavor with an international audience. The agency sent a contingent of commissioners and staff members to the event this past December and plans to hold “listening sessions” with the community in the coming months to inform the philosophical and aesthetic foundations for the DC event.

Again: in providing the above information, do not use attachments unless specifically requested. Thank you for your attention to this matter.

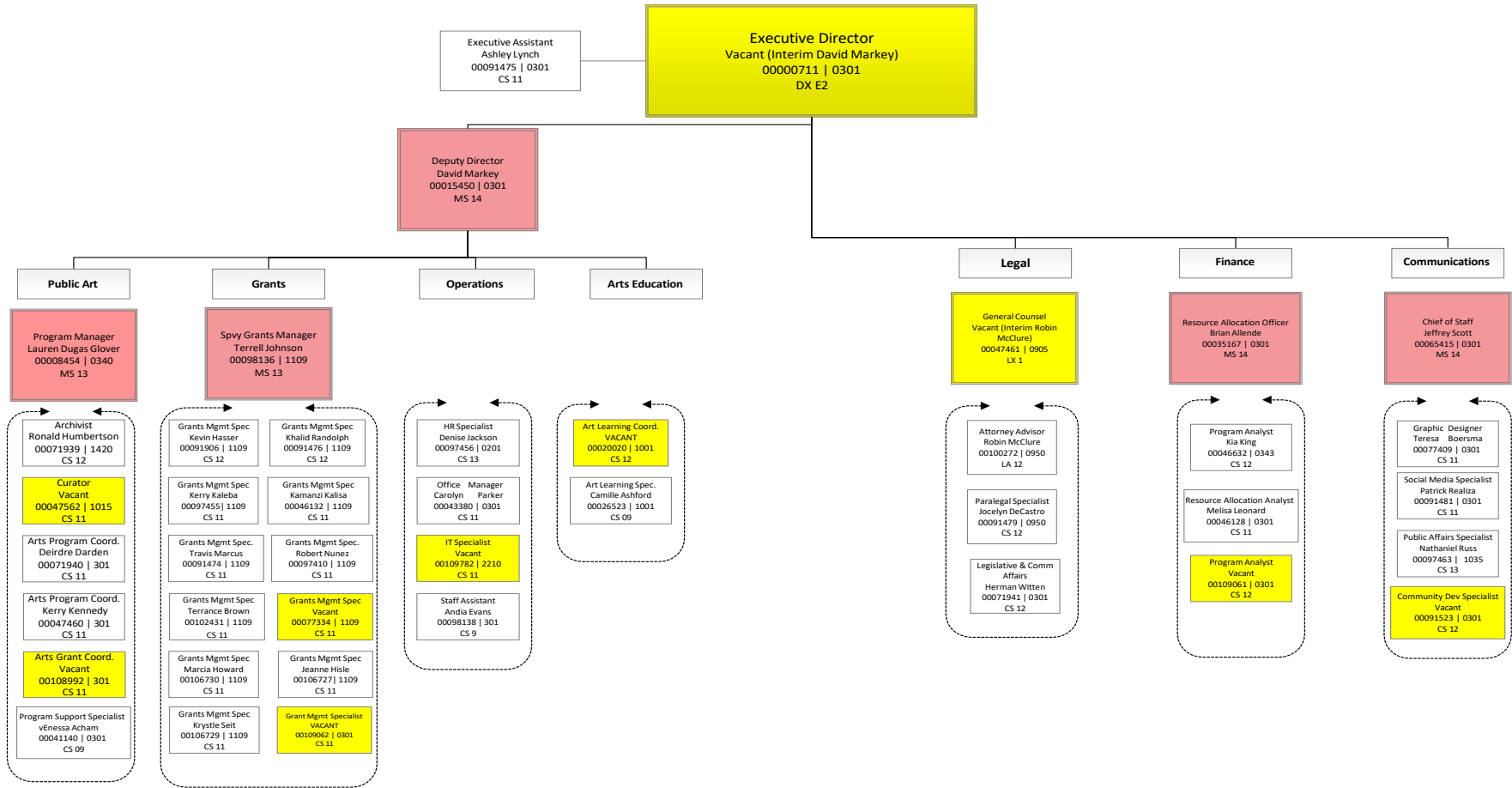
Sincerely,

Phil Mendelson, Chairman

PM/ec

Appendix 1. ORGANIZATION CHART – CAH

Government of the District of Columbia
 Commission of the Arts & Humanities
 Chairperson Reggie Van Lee



32 Filled
 10 Vacant
 Updated 2/24/2023

Appendix 2. SCHEDULE A – CAH

**Commission on the Arts and Humanities (BK0)
Schedule A (List of Positions) - By Program and Activity
As of January 31, 2023**

Vacant Status	Program	Program Title	Cost Center	Cost Center Title	Position Number	Title	Name	Hire Date	Sal Plan	Grade	Step	Reg/Temp /Term	FTE	Annual Salary	Benefits	Total	
FILLED	100044	GRANTS ADMINISTRATION - GENERAL	30027	GRANTS MANAGEMENT DIVISION - BX0	00046132	Grants Management Specialist	Kalisa,Kamanzi G.	6/10/2019	D50087	11	10	Reg	1	84,167.00	19,863.41	104,030.41	
					00091474	Grants Management Specialist	Marcus, Travis A.	11/7/2016	D50087	11	3	Reg	1	69,481.00	16,397.52	85,878.52	
					00091476	Grants Management Specialist	Randolph, Khalid R	11/7/2016	D50087	12	4	Reg	1	86,300.00	20,838.80	109,138.80	
					00091405	Grants Management Specialist	Hasser, Kevin	6/24/2019	D50087	13	2	Reg	1	93,289.00	23,556.20	102,945.20	
					00097410	Grants Management Specialist	Nunez, Robert	5/28/2019	D50087	11	4	Reg	1	71,579.00	16,892.64	88,471.64	
					00097455	Grants Management Specialist	Kaleba, Kerry Rebecca	12/9/2019	D50087	11	4	Reg	1	71,579.00	16,892.64	88,471.64	
					00098136	Supervisory Grants Management	Johnson, Terrell Pierre	2/14/2022	D50086	13	0	Reg	1	116,522.00	27,499.19	144,021.19	
					00102431	Grants Management Specialist	Brown Jr., Terrance Deon	1/3/2023	D50087	11	1	Reg	1	65,285.00	15,407.26	80,692.26	
					00106727	Grants Management Specialist	Hilde, Jeanne Y	5/9/2022	D50087	11	1	Temp	1	65,285.00	15,407.26	80,692.26	
					00106729	Grants Management Specialist	Selt, Krystle	5/9/2022	D50087	11	1	Temp	0.6	35,171.00	9,244.36	48,415.36	
					00106730	Grants Management Specialist	Howard, Marcia P	5/9/2022	D50087	11	1	Temp	0.8	52,228.00	13,325.81	64,553.81	
					00106731	Grants Management Specialist	Jamon, Alexandre	5/9/2022	D50087	11	1	Temp	0.4	26,114.00	6,162.90	32,276.90	
					100044 Total												10.8
	100058	HUMAN RESOURCE SERVICES - GENERAL	30036	WORKFORCE ADMINISTRATION DIVISION	00097456	HR Spec (Employee Relations)	Jackson, Denise A	8/10/2010	D50087	13	7	Reg	1	110,967.00	26,188.21	137,155.21	
	100058 Total												1	110,967.00	26,188.21	137,155.21	
	100092	LEGAL SERVICES - GENERAL	30031	OFFICE OF GENERAL COUNSEL - BX0	00047461	General Counsel	McClurg, Robin Carr	8/21/2017	L00001	1	0	Reg	1	124,568.26	29,298.11	159,966.37	
					00091479	Paralegal Specialist	de Castro, Jocelyn Pearl	8/19/2019	D50087	12	5	Reg	1	90,805.00	21,429.98	112,234.98	
	100092 Total												2	215,373.26	50,828.09	266,201.35	
	100127	RESOURCE MANAGEMENT - GENERAL	30032	OFFICE OF RESOURCE ALLOCATIONS	00035167	Resource Allocation Officer	Allende, Brian	9/4/2016	D50086	14	0	Reg	1	125,219.54	29,551.81	154,771.35	
					00046128	Resource Allocation Analyst	Leonard, Melissa Rene	5/5/2014	D50087	11	5	Reg	1	73,677.00	17,387.77	91,064.77	
					00046632	Program Analyst	King, Xia N	8/1/2011	D50087	12	3	Reg	1	85,794.00	20,247.38	106,041.38	
	100127 Total												3	284,690.54	67,186.97	351,877.51	
	100151	EXECUTIVE ADMINISTRATION	30035	OFFICE OF THE DIRECTOR - BX0	00000711	Executive Director, Commission	Markey, David J.	12/16/2013	D00000	E2	0	Reg	1	159,177.37	37,655.86	196,743.23	
					00091475	Executive Assistant	Lynch, Ashley N	12/3/2022	D50087	11	1	Reg	1	65,285.00	15,407.26	80,692.26	
	100151 Total												2	224,462.37	52,973.12	277,435.49	
	100157	PUBLIC AFFAIRS	30030	OFFICE OF COMMUNICATIONS - BX0	00043980	Office Manager	Parker, Carolyn E	11/26/2007	D50087	11	3	Reg	1	82,069.00	19,388.28	101,457.28	
					00065415	Chief of Staff	Scott, Jeffrey	7/11/2016	D50086	14	0	Reg	1	125,219.54	29,551.81	154,771.35	
					00071941	Legislative Comm Affs Advisor	Witten, Herman Melvin	8/16/2013	D50087	13	6	Reg	1	93,311.00	23,221.40	115,532.40	
					00077409	Graphic Designer	Boersma, Teresa Wolejko	7/25/2017	D50087	11	7	Reg	1	77,873.00	18,780.03	96,253.03	
					00091481	Social Media Specialist	Realiza, Patrick	11/7/2016	D50087	11	6	Reg	1	75,775.00	17,882.90	93,657.90	
					00097463	Public Affairs Specialist	Russ Jr., Nathaniel	5/9/2022	D50087	13	2	Reg	1	96,052.00	22,668.27	118,720.27	
					00098138	Staff Assistant	Evans, Andia A.	10/6/2014	D50087	9	8	Reg	1	66,306.00	15,468.22	81,774.22	
	100157 Total												7	616,605.54	145,518.91	762,124.45	
	300011	ART LEARNING & OUTREACH	30025	ARTS LEARNING & OUTREACH DIVISION	00026523	Arts Learning Specialist	Ashford, Camille M	4/15/2019	D50087	9	5	Reg	1	61,110.00	14,421.96	75,531.96	
	300011 Total												1	61,110.00	14,421.96	75,531.96	
	300017	PUBLIC ARTS	30024	ARTS DIVISION	00008454	Program Manager	Dugas Glover, Lauren	2/6/2017	D50086	13	0	Reg	1	116,730.08	27,548.30	144,278.38	
					00047460	Arts Program Coordinator	Kennedy, Kerry	3/28/2022	D50087	11	4	Reg	1	71,579.00	16,892.64	88,471.64	
					00071939	Archivist	Humbertson, Ronald	3/21/2016	D50087	12	4	Reg	1	88,300.00	20,838.80	109,138.80	
					00071940	Arts Program Coordinator	Garden, Dierdre	3/28/2022	D50087	11	4	Reg	1	71,579.00	16,892.64	88,471.64	
					00091511	Program Support Specialist	Asham, Vanessa	5/29/2018	D50087	9	5	Reg	1	61,110.00	14,421.96	75,531.96	
	300017 Total												5	409,298.08	96,594.35	505,892.43	
	F Total													31.8	2,755,506.79	650,299.60	3,405,806.39
	VACANT	100044	GRANTS ADMINISTRATION - GENERAL	30027	GRANTS MANAGEMENT DIVISION - BX0	00109062	Grants Management Specialist			D50087	11	0		1	65,285.00	15,407.26	80,692.26
						00109782	INFO. TECH. SPECIALIST			D50087	11	0		1	65,285.00	15,407.26	80,692.26
		100044 Total											2	130,570.00	30,814.52	161,384.52	
		100092	LEGAL SERVICES - GENERAL	30031	OFFICE OF GENERAL COUNSEL - BX0	00100272	Attorney Advisor			L00001	13	0		1	108,936.00	25,723.06	134,719.06
		100092 Total											1	108,936.00	25,723.06	134,719.06	
		100127	RESOURCE MANAGEMENT - GENERAL	30032	OFFICE OF RESOURCE ALLOCATIONS	00109061	Program Analyst			D50087	12	0		1	80,784.00	19,065.02	99,849.02
		100127 Total											1	80,784.00	19,065.02	99,849.02	
		100151	EXECUTIVE ADMINISTRATION	30035	OFFICE OF THE DIRECTOR - BX0	00015450	Deputy Director			D50086	14	0		1	137,328.50	31,409.53	169,738.03
		100151 Total											1	137,328.50	31,409.53	169,738.03	
		100157	PUBLIC AFFAIRS	30030	OFFICE OF COMMUNICATIONS - BX0	00091523	Community Outreach Specialist			D50087	12	0		1	80,784.00	19,065.02	99,849.02
		100157 Total											1	80,784.00	19,065.02	99,849.02	
		150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT	10001	BUDGET DIVISION	00091480	BUDGET ANALYST			D50087	12	1		1	87,344.00	20,613.18	107,957.18
		150003 Total											1	87,344.00	20,613.18	107,957.18	
	300011	ART LEARNING & OUTREACH	30025	ARTS LEARNING & OUTREACH DIVISION	00020020	Arts Learning Coordinator			D50087	12	0		1	80,784.00	19,065.02	99,849.02	
	300011 Total											1	80,784.00	19,065.02	99,849.02		
	300017	PUBLIC ARTS	30024	ARTS DIVISION	00047562	Curator			D50087	11	0		1	65,285.00	15,407.26	80,692.26	
					00108992	Arts Program Coordinator			D50087	11	0		1	65,285.00	15,407.26	80,692.26	
	300017 Total												2	130,570.00	30,814.52	161,384.52	
	V Total													10	837,160.50	197,569.88	1,034,730.38
	Grand Total													41.8	3,592,667.29	847,869.48	4,440,536.77

Appendix 3 – CAH Cellular Phones and Mobile
Devices

Name	Title	FTE	Devices per Dept
EXECUTIVE			10
1	Heran Sereke-Brhan	Executive Director (FY 22)	√
2	David Markey	Deputy Director Interim Executive Director (FY 23)	√
3	Calenthia Banks	Executive Assistant	√
4	Ashley Lynch	Executive Assistant	√
5	Melvin Witten	Legislative / Community Affairs Advisor	√
FINANCE			6
6	Brian Allende	Resource Allocation Officer	√
7	Melisa Leonard	Resource Allocation Analyst	√
8	Kia King	Resource Allocation Analyst	√
GRANTS			30
9	Terrell Johnson	Supervisory Grants Management Specialist	√
10	Khalid Randolph	Grants Management Specialist	√
11	Kamanzi Kalisa	Grants Management Specialist	√
12	Kevin Hasser	Grants Management Specialist	√
13	Robert Nunez	Grants Management Specialist	√

14	Kerry Kaleba	Grants Management Specialist	√	
15	Travis Marcus	Grants Management Specialist	√	
16	Terrance Brown Jr.	Grants Management Specialist	√	
17	Alexandre Jamon	Grants Program Support	√	
18	Barbara Byrd	Grants Program Support	√	
19	Danielle Pope	Grants Program Support	√	
20	Faith Anderson	Grants Program Support	√	
21	Jean Hisle	Grants Program Support	√	
22	Krystle Seit	Grants Program Support	√	
23	Marcia Howard	Grants Program Support	√	
COMMUNICATIONS				10
24	Jeffrey Scott	Chief of Staff	√	
25	Teresa Boersma	Graphic Designer	√	
26	Patrick Realiza	Social Media Specialist	√	
27	Devon Lesesne	Public Affairs Assistant	√	
28	Jr. Russ	Public Affairs Assistant	√	
OPERATIONS				4
29	Carolyn Parker	Office Manager	√	
30	Andia Evans	Staff Assistant	√	
LEGAL				4

31	Jocelyn de Castro	Paralegal	√	
32	Robin McClure	Assistant Attorney	√	
PUBLIC ART				12
33	Lauren Glover	Public Art Manager	√	
34	Ron Humbertson	Art Collections Registrar	√	
35	Sarah Gordon	Curator	√	
36	vEnessa Acham	Program Support Specialist	√	
37	Deirdre Darden	Public Arts Coordinator	√	
38	Kerry Kennedy	Public Arts Coordinator	√	
ARTS EDUCATION				4
39	Alorie Clark	Arts Learning Coordinator	√	
40	Camille Ashford	Arts Learning Specialist		

Appendix 4 - Annual Freedom of Information Act Report for the Fiscal Year 2022
 October 1, 2021, through September 30, 2022.

LEASE SEDC Commission on the Arts and Humanities

**Annual Freedom of Information Act Report for the Fiscal
 Year 2022 October 1, 2021, through September 30, 2022**

FOIA Officer Reporting: Jocelyn de Castro

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period..... 2
- 2. Number of FOIA requests pending on October 1, 2021,..... 0
- 3. Number of FOIA requests pending on September 30, 2022, 0
- 4. The average number of days unfilled requests have been pending before each
 public body as of September 30, 2022
 2

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole 2
- 6. Number of requests granted, in part, denied, in part 0
- 7. Number of requests denied, in whole 0
- 8. Number of requests withdrawn 0
- 9. Number of requests referred or forwarded to other public bodies..... 0
- 10. Other disposition..... 0

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA
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- 11. Exemption 1 - D.C. Official Code § 2-534(a)(1) 0
- 12. Exemption 2 - D.C. Official Code § 2-534(a)(2) 0
- 13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
- Subcategory (A)..... 0
- Subcategory (B)..... 0
- Subcategory (C)..... 0

Subcategory	(D).....	0
Subcategory	(E).....	0
Subcategory	(F).....	0
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)		0
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)		0
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.....	0
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more	2
26. Median number of days to process FOIA Requests.....	6.5

RESOURCES ALLOCATED TO PROCESSING FOIA

27. Number of staff hours devoted to processing FOIA requests	266.25
28. Total dollar amount expended by public body for processing FOIA requests.....	0

FEES FOR PROCESSING FOIA REQUESTS
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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	
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capriciously violating any provision of the District of Columbia Freedom of Information Act..... 0

QUALITATIVE DESCRIPTION OR SUMMARY

The FOIA document requests that the Commission on the Arts and Humanities received and responded to in the Fiscal Year 2022 (“FY22”) regarded: (1) information concerning grant awards (and related grant applications) that the Commission on the Arts and Humanities made to Downton BID Corporation from 2019 to 2021; and (2) information related to financial documents and records related to Kingman Park Triangle. This request was appealed by requestor for more documents.