

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY**



Responses to 2024 OS Performance Oversight Questions

Kimberly A. Bassett
Secretary of the District of Columbia

Submission to

Committee on Executive Administration and Labor
Council of the District of Columbia
The Honorable Anita Bonds, Chairperson

Wednesday, January 24, 2024

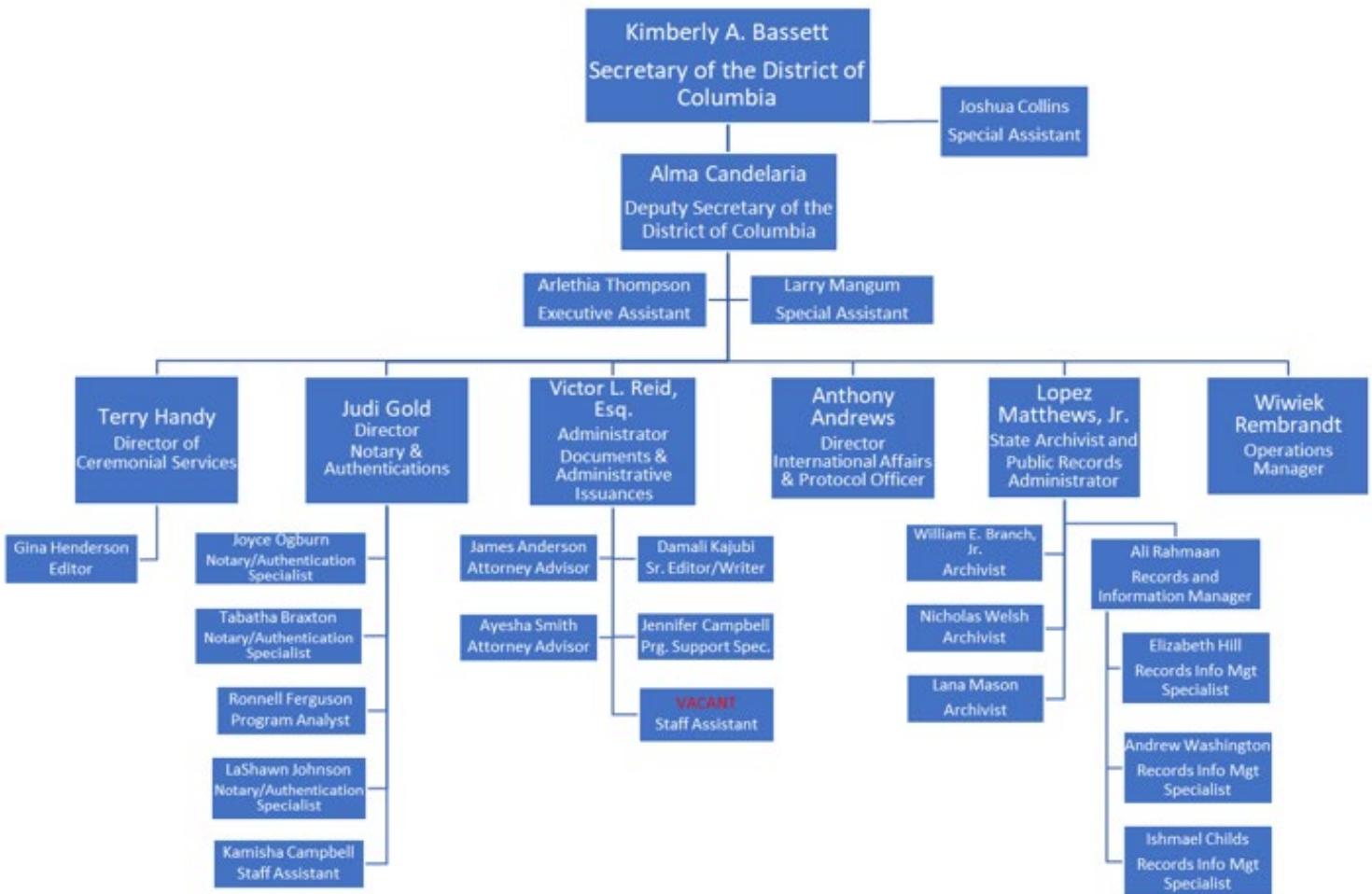
John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

STANDARD AGENCY QUESTIONS (Performance) FY24

1. 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.
 - a. Please provide the number of divisions or bureaus within your agency, the number of staff in each division, the lead personnel of each division and their contact information, and the lead personnel's tenure in that division.
 - b. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - c. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response:

OS Organization chart as of January 17, 2024



- a. The Office of the Secretary of the District of Columbia consists of four offices and one unit.

| Division | Lead Personnel and Contact Information |
|--|--|
| Office of Documents and Administrative Issuances Number of staff: 6 | Victor L. Reid Victor.Reid@dc.gov |
| Office of Public Records and Archives Number of staff: 8 | Lopez D. Matthews, Jr. Lopez.Matthews@dc.gov |
| Office of Notary Commissions and Authentications Number of staff: 6 | Judi Gold Judi.Gold@dc.gov |
| Office of Protocol and International Affairs Number of staff: 1 | Anthony Andrews Anthony.Andrews2@dc.gov |
| Ceremonial Services Unit Number of staff: 2 | Terry Handy Terry.Handy@dc.gov |

- b. The roles and responsibilities of each division:

- The Office of Documents and Administrative Issuances (ODAI) publishes the *District of Columbia Register* and the *District of Columbia Municipal Regulations*.
- The Office of Public Records and Archives (OPR) manages the District of Columbia Archives, Records Center, and the Library of Government Information.
- The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use.
- The Office of Protocol and International Affairs is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters. Washington, DC hosts one of the largest diplomatic communities in the world as well as many international agencies. This office serves as the primary link to the more than 175 embassies and two special interest sections located in the District of Columbia.
- The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.

- c. Changes in the Office of the Secretary during the previous year:

- In FY23, Elizabeth Hill joined OPR as a Records and Information Management Specialist.
- In FY23, Lana Mason joined OPR as an Archivist.
- In FY23, William Makell joined ODAI as a Staff Assistant.
- In FY24, William Makell resigned from his Staff Assistant position.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, residency status, 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 separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Response:

See Attachment 1.

3. 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.

Response:

OS did not have any employees detailed to or from.

4. Please provide the Committee with:
 - a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY23 and Q1 of FY24;
 - b. A list of monthly costs for cell phones, tablets, and laptops;
 - c. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY23 and Q1 of FY24;
 - d. A list of travel expenses, arranged by employee for FY23 and Q1 of FY24, including the justification for travel; and
 - e. A list of the total workers' compensation payments paid in FY23 and Q1 of FY24, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

- a. List of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY23 and Q1 of FY24.

| Device | Staff Name |
|-----------|-------------------|
| iPhone X | Ali Rahmaan |
| iPhone 12 | Alma Candelaria |
| iPhone 12 | Arlethia Thompson |
| iPad | Arlethia Thompson |
| iPhone XR | Ayesha Smith |
| iPhone 13 | Anthony Andrews |

| | |
|---------------------|------------------|
| iPhone 12 | Gina Henderson |
| iPhone 12 | Ishmael Childs |
| iPhone 12 | James Anderson |
| iPhone 12 | Joshua Collins |
| iPhone XR | Joyce Ogburn |
| iPad 7th Generation | Office of Notary |
| iPad Pro 9.7" | Office of Notary |
| iPhone XR | Judi Gold |
| iPhone 7 | Kamisha Campbell |
| iPhone 12 | Kimberly Bassett |
| iPad Pro | Kimberly Bassett |
| iPhone XR | LaShawn Johnson |
| iPhone 12 | Lopez Matthews |
| iPad Pro | Lopez Matthews |
| iPhone 7 | Tabatha Braxton |
| iPhone 11 | Terry Handy |
| iPhone XS | Victor Reid |
| iPad | Victor Reid |
| iPhone XR | William Branch |
| iPhone XR | Wiwiek Rembrandt |
| iPad | Wiwiek Rembrandt |

- c. List of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY23 and Q1 of FY24.

| Year | Make | Model | Assigned to | Ownership |
|-------------|-------------|--------------|--------------------------|------------------|
| 2012 | Dodge | Caravan | Office of Public Records | DC Owned |
| 2012 | Dodge | Caravan | Office of Public Records | DC Owned |

d. List of travel expenses during FY23 and Q1 of FY24.

| Employee | Travel Dates | Purpose | Expenses |
|----------------|-------------------------|--|------------|
| Lopez Matthews | September 20 - 24, 2023 | To attend the Study of African American Life and History (ASALH) Conference in Jacksonville, Florida | \$1,820.87 |
| William Branch | September 20 - 24, 2023 | To attend the Study of African American Life and History (ASALH) Conference in Jacksonville, Florida | \$2,051.91 |

e. List of the total workers' compensation payments paid in FY23 and Q1 of FY24.

| Workers' Compensation | Financial Type | Total Paid |
|-----------------------|-----------------|-----------------|
| | Medical | |
| Fiscal Year | | |
| Candelaria, Alma | \$468.48 | \$468.48 |
| FY 2024 | \$468.48 | \$468.48 |
| Total Paid | \$468.48 | \$468.48 |

5. For FY23 and Q1 of FY24, please list all intra-District transfers to or from the agency.

Response:

FY23:

| Buyer Agency | Seller Agency | Service | Signature Date | Transfer Date | Program | Activity | Amount |
|-------------------------|--|---|----------------|---------------|---------|----------|--------------|
| Office of the Secretary | Office of Disability Rights | SLI Services for Agency | 12/22/2022 | | 100154 | 7132001 | \$ 150 |
| Office of the Secretary | Office of Support Services (EOM) | Transportation, courier, and procurement Services | 3/8/2023 | | 1006 | 1600 | \$ 8,000 |
| Office of the Secretary | Office of Finance and Treasury | Merchant services processor | 8/17/2023 | | | | \$ 13,787.22 |
| Office of the Secretary | Department of Small and Local Business Development | License to access DSLBD Enterprise System | 3/8/2023 | | | | \$ 295.56 |

FY24:

| Buyer Agency | Seller Agency | Service | Signature Date | Transfer Date | Program | Activity | Amount |
|-------------------------|----------------------------------|---|----------------|---------------|---------|----------|--------------|
| Office of the Secretary | Office of Support Services (EOM) | Transportation, courier, and procurement Services | 10/5/2023 | | | | \$ 8,000 |
| Office of the Secretary | Office of Finance and Treasury | Merchant services processor | | | | | \$ 14,885.59 |

6. For FY23 and Q1 of FY24, 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.

Response:

| Agency Code | Agency FUND | Description | DC Code/ Other Authorization | How is Amount Collected Determined | Type of Revenue Transaction | Who Makes Payment | Revenue in FY 23 | Expenditure FY 23 | Revenue in FY24 to date | Expenditure FY24 to date | Fund Balance FY24 to date |
|-------------|-------------|---|--|--------------------------------------|-----------------------------|-------------------|------------------|-------------------|-------------------------|--------------------------|---------------------------|
| BA0 | 600 | Notary Commission and Authentications provides commissions for all notaries public in the District of Columbia and authenticates documents. | Sale of Gov't Publications Amendment Act of 1990 | Predetermined amount by the DC code. | Fee | Citizens | 1,013,655.9 | \$1,013,307.8 | \$239,505 | \$239,505 | 0 |

7. Please list all memoranda of understanding ("MOU") entered into by your agency during FY23 and Q1 of FY24, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response:

FY23:

| Parties to the MOU | Amount of MOU | Duration | Purpose of MOU |
|--|----------------------|-----------------------|--|
| Office of the Secretary AND National Archives and Records Administration | \$900,000 | 10/1/2022 – 9/30/2023 | Records Storage Services. |
| Office of the Secretary AND Executive Office of the Mayor | \$8,000 | 10/1/2022 – 9/30/2023 | EOM will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation. |
| Office of the Secretary AND Office of Finance and Treasury | \$13,787.22 | 10/1/2022 – 9/30/2023 | To establish merchant services to facilitate credit and debit transactions for revenue collections. |

FY24:

| Parties to the MOU | Amount of MOU | Duration | Purpose of MOU |
|--|----------------------|-----------------------|--|
| Office of the Secretary AND National Archives and Records Administration | \$900,000 | 10/1/2023 – 9/30/2024 | Records Storage Services. |
| Office of the Secretary AND Executive Office of the Mayor | \$8,000 | 10/1/2023 – 9/30/2024 | EOM will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation. |

8. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY21, FY22, FY23 and Q1 of FY24.
- For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
 - Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY23 and Q1 of FY24 for each program and activity code.
 - Attach the cost allocation plans for FY23 and FY24.
 - In FY23 and Q1 of FY24, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response:

See Attachment 2.

9. Please provide as an attachment a chart showing the agency's overall Grants, Contracts, and Reprogramming received during FY23 and Q1 of FY24. Please breakdown into the following:
- Name and amount of federal source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
 - Name and amount of local source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
 - Identify whether each funding source is recurring or one-time;
 - Identify whether the contract was competitively bid or sole-source; and
 - Indicate the receiving agency and amount of funding for funds moved out of the agency.

Response:

FY23 Contracts:

| Vendor | Description |
|---------------------|--|
| Digi Doc, Inc. | <ul style="list-style-type: none"> Type of contract: Firm Fixed Price Purpose: Digital Preservation Software System (Preservica) Contract Administrator: Lopez Matthews Total cost in FY23: \$186,682 |
| The Crowley Company | <ul style="list-style-type: none"> Type of contract: Firm Fixed Price Purpose: Purchase two scanners: Zeutschel OS Q1 Zoom High Performance Color Scanner with optical zoom A1-A2 and Inotec SCAMAX 601CD Color Duplex Contract Administrator: Lopez Matthews Total cost in FY23: \$ 154,263 |

FY23 Reprogramming:

| From | To | Fund Type | Amount | Date | Description/Justification |
|------|-----|-----------|-----------|-----------|--|
| AI0 | BA0 | Local | \$40,000 | 5/8/2023 | To reimburse OS for the Emancipation Day Luncheon. |
| TO0 | BA0 | SPR | \$300,000 | 8/23/2023 | To cover the projected SPR collections due to the excess budget authority in OCTO's FY23 budget. |

10. Please provide a copy of required Small Business Enterprise (SBE) Report for FY23.

Response:

See Attachment 3.

11. Please provide the following information regarding capital projects:
- A list of all capital projects in the financial plan.
 - For FY21, FY22, FY23, and Q1 of FY24 an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.
 - An update on all capital projects planned for FY24, FY25, FY26, FY27, and FY28.
 - A description of whether the capital projects begun, in progress, or concluded in FY21, FY22, FY23, or Q1 of FY24, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Response:

OS' capital project is managed by the Department of General Services as the implementing agency.

FY24 Capital Funds:

(Dollars in Thousands)

| Project # | Project Description | Allotment | Approved Funding | | | | | |
|-----------|--|-----------|------------------|---------|---------|---------|---------|---------|
| | | | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| AB102C | OPR/New Archives - planning and design funds for the DC Archives project | 34,892 | 41,432 | 26,803 | 0 | 0 | 0 | 0 |

Updates on capital projects:

- **New DC Archives** – The construction of a new DC Archives will address the District's records center storage needs and provide a facility that meets industry standards, consolidates current collections to one location, and will have the capacity to accommodate future expansion. The archive requires facilities with highly specialized technical building systems that provide the controlled and secure environments necessary to ensure the long-term safety of the collections. The new facility will provide better security for the collections and enhanced access for the public. The project includes the selective removal of the University of District of Columbia (UDC) Building #41 and the construction of a new purpose-built facility to accommodate the updated program for the Office of Public Records. In addition, this new facility will also host the Felix E. Grant Jazz archives and the UDC University archives.
- **Current status of the project:** In October 2023, the project secured approval from the DC Zoning Commission to build the new State Archives at the UDC campus. The construction is slated to begin in the Spring/Summer 2024. The facility is expected to be completed in Summer 2026. The new state-of-the-art facility is estimated to be 121,700 gross square feet.

12. Please list all lawsuits pending and resolved, that name the agency as a party, during FY23 and Q1 of FY24. Identify the case name and number, claim and status.

Response:

There are no pending lawsuits against OS.

13. Please describe the agency's procedure for handling allegations of workplace harassment during FY23 and Q1 of FY24. Indicate the following:
- a. Date of offense;
 - b. Whether the parties report to the same supervisor;
 - c. The findings of substantiation or non-substantiation;
 - d. What official action was taken; and
 - e. Identify the deciding official in each case.

Response:

OS has not received any workplace harassment allegations. In the case of harassment, the employee can report it to the supervisor or agency's general counsel. The general counsel will take the lead on the investigation.

14. Please describe the agency's handling of sexual harassment claims received during FY23 and Q1 of FY24. Indicate the following:
- a. Date of offense;
 - b. Whether the parties report to the same supervisor;
 - c. The findings of substantiation or non-substantiation;
 - d. What official action was taken;
 - e. Identify the investigating official or Sexual Harassment Officer (SHO) for each claim; and
 - f. The date the report was forwarded to the Mayor's Office of Legal Counsel.

Response:

The Office of the Secretary received no claims of sexual harassment in FY23 and Q1 of FY24. The agency's Sexual Harassment Officer (SHO) is Alma Candelaria and Terry Handy serves as an alternate.

15. Please list and describe all investigations, audits, studies, or reports by other entities regarding the work of the agency or conduct of agency employees during FY23 and Q1 of FY24.

Response:

OS did not have any investigations, audits, studies, or reports by other entities regarding the work of the agency or conduct of agency employees during FY23 and Q1 of FY24.

16. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY23 and Q1 of FY24.

Response:

- Office of Documents Rulemaking Handbook and Publications Style Manual (January 20, 2023).
- 2023 Black History Resources
- LGBTQ+ History Month 2023 Resource Guide
- Notary Public Handbook, last updated in August 2023
- Electronic Notary Handbook

17. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY23 and Q1 of FY24. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

Response:

OS did not have any studies, research papers, reports, and analyses that the agency prepared or contracted for during FY23 and Q1 of FY24.

18. Please provide a copy of the agency's FY23 performance plan. Please explain which performance plan objectives are completed in FY23 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response:

See Attachment 4.

Completed FY23 Initiative

| Division | Initiative |
|---------------------------------------|---|
| Office of Public Records and Archives | <ul style="list-style-type: none">• Build an institutional repository• Juneteenth program for Office of Public Records• Complete design phase of new Archives Facility for Office of Public Records |
| Protocol and International Affairs | <ul style="list-style-type: none">• International Visitor Leadership Program |

Unfinished FY23 Initiative

| Division | Initiative | Explanation |
|--|---|--|
| Office of Notary Commissions and Authentications | <ul style="list-style-type: none"> • Implement Remote Notarizations • Amendment to the DC Code for Notaries Public | <ul style="list-style-type: none"> • The Rules for remote notaries must be published. They have been submitted and it is processed through IQ. This is anticipated to be finalized in the first quarter of FY24. • The draft of the proposed amendments has been completed, however, there are now two additional amendments that need to be considered. OS’s General Counsel must review the proposals before submitting it to OPLA. |
| Protocol and International Affairs | <ul style="list-style-type: none"> • Sister City Plan and Refresh the current and viable Sister Cities with Washington, DC | <ul style="list-style-type: none"> • All 15 Sister City agreements have been reviewed and assessed for health, engagement level and mutually beneficial/forward leaning interests. The list of possible candidate Capital Cities has been identified and is in the process of being ranked, after consultation with agency partners. The options memo is in draft and will be presented to the Mayor for consideration and selection. The partnership with Sister City International is on hold pending the outcome of a leadership transition. There was a vacancy in this office and other staff from different divisions have to help out. |
| Office of Documents and Administrative Issuances | <ul style="list-style-type: none"> • DCRegs Website Review and Technical Adjustments • Legal Materials Authentication | <ul style="list-style-type: none"> • This initiative has progressed very well and we will move to develop DCRegs 3.0 in conjunction beginning this fiscal year. OCTO will assist with this work. This is on ongoing initiative. • We have yet to move forward with this initiative during the Fiscal Year. The Office has new staff who may be able to work on this project. |

19. Please provide a copy of your agency's approved FY24 performance plan as submitted to the Office of the City Administrator, including approved goals, objectives, timelines, planned program and projects, anticipated FTE allocation and expenditure, and metric outcomes to be analyzed.

Response:

See Attachment 5.

20. Please provide the number of FOIA requests for FY23 and Q1 of FY24, 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.

Response:

FOIA Requests:

- FY23: 7
- FY24: 4

FY23 FOIA Requests granted: 2.

There are no FY23 pending FOIA Requests.

There are four FY24 pending FOIA Requests.

The average response time is 94 days. There is one FTE assigned to process the Office of the Secretary's FOIA Requests. The hours spent responding to the requests are 40 hours, and the cost is \$2,842.31.

21. 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 its anticipated completion.

Response:

OS does not have any employees who are part of the collective bargaining agreement.

22. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY23 and Q1 of FY24, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

Response:

• **District of Columbia Emancipation Commemoration Commission**

The Emancipation Commemoration Commission was established to advise the Mayor on implementing programs, activities, and forums to celebrate the public holiday commemorating the April 16, 1862, passage of the DC Compensated Emancipation Act which freed enslaved persons in the District of Columbia.

Members of the Commission:

| Name | Ward of Residence |
|-----------------------|--------------------------|
| Helga Baskett-Tippett | Ward 4 |
| Malissa Freese | Ward 7 |
| Brian Hackney | Ward 8 |
| Kimberley Grimes | Ward 8 |
| Ayanna Hawkins | Ward 5 |
| Chanettia Nelson | Ward 7 |

See Attachment 6 for the Commission's agendas and minutes.

• **Commission on the Martin Luther King Jr. Holiday**

The Commission assists the Mayor on the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. The Commission also encourages educational programs related to the holiday and the day of service.

Members of the Commission:

| Name | Ward of Residence |
|-----------------|--------------------------|
| Howard Marks | Ward 2 |
| Mary Ivey Ward | Ward 6 |
| Mary Taylor | Ward 7 |
| Constance Woody | Ward 7 |
| Jessica Tunon | Ward 6 |
| Deborah Evans | Ward 5 |

See Attachment 7 for the Commission's agendas and minutes.

23. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Indicate the following:

- a. Report due date;
- b. If the agency complied;
- c. Date of actual transmittal; and
- d. To which entity the reports were filed.

Response:

- ONCA files a report every other week to the DCMR of all eligible notary applicants who will be commissioned in the next period.
- Pursuant to DC Official Code Section 2-538(a), on February 1 of each year, the Mayor is required to file a governmentwide FOIA Report to the DC Council. The 2023 FOIA report was transmitted by ODAI on March 16, 2023.

24. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

Response:

OS encourages all employees to take courses offered by DCHR's Center for Learning and Development, and all OS staff are current with mandatory trainings.

The Attorney Advisors at the Office of Documents will also take Continuing Legal Education courses offered by the Mayor's Office of Legal Counsel.

25. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response:

To ensure that all employees are meeting individual job requirements, supervisors track the performance of their teams and as needed, conduct one-on-one meetings to correct any deficiencies in performance.

26. Please include a chart of FY23 employee evaluation rating showing the employee's job title, duties/responsibilities, classification grade, salary, date of employment, and FY22 evaluation rating. Also identify if the employee has been separated from the agency during FY23 or Q1 of FY24.

Response:

Not Applicable.

27. Please provide a list of programs, initiatives, activities conducted by the agency to comply with a Racial Equity Lens objective.

Response:

Many OS programs and activities have supported racial equity. In 2023, the Office of the Secretary has initiated programs, initiatives, or activities under the Racial Equity lens. They are as follows:

- Martin Luther King Jr Wreath Laying at MLK Memorial
- Reading of the Names at U St Civil War Memorial
- Virtual Program – Living a Life of Service in DC: Conversation with Marjorie Kinard
- Virtual Program – "Say it Loud: Discussion with National Archives Affinity Group"
- Interview with Former Education Secretary John King: Tracing Roots to Slavery
- Virtual Program – Black Dress as Resistance
- DC Emancipation Day Program – Black Resistance in the Civil War Era
- DC Emancipation Day Program – DC Black Power in the 1970s feat. Niani Kilkenny
- DC Emancipation Day Program – Roosevelt HS/DCPS Program featuring Elizabeth Clark Lewis
- Participation in the MLK Day Peace Parade
- Participation in the DC Emancipation Day Parade
- Juneteenth Program – Clubwomen and Making of DC

28. Please provide a chart of agency programs conducted during FY23. Include the following:
- a. Initiation date;
 - b. Number and grade of FTEs assigned;
 - c. Program manager;
 - d. Total budget expenditure for the program (e.g. FTE salaries, materials, etc.); and
 - e. Outcomes from implementation (e.g. policy changes, program continuation, public support comments, etc.)

Response:

Not Applicable.

29. Please provide a chart showing the agency's program priorities for FY23 and FY24. Include the following:
- a. Staffing numbers;
 - b. Expenditure;
 - c. Community outreach activities; and

d. Measurable outcomes or metrics associated for each priority.

Response:

Not Applicable.

30. Please provide a copy of the agency's FY23 Performance Accountability Report of strategic objectives, indicate if key performance indicators were met, and with which other government agency was the report filed.

Response:

See Attachment 8.

FY23 KPI:

| Division | KPIs completed in FY23 | KPIs unmet in FY23 |
|--|--|--|
| Office of Notary Commissions and Authentications | <ul style="list-style-type: none"> • Number of notary application processed (excludes government employees). • Number of documents authenticated. • Number of customers served. | |
| Protocol and International Affairs | | <ul style="list-style-type: none"> • Percent of ambassador welcome letters sent within three months of start of new term. |
| Office of Public Records and Archives | <ul style="list-style-type: none"> • Percent of records requests fulfilled within five business days. • Percent of agencies with a retention schedule updated or reviewed within the fiscal year. • Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members. • Number of records entered into the collections management system | |

AGENCY SPECIFIC QUESTIONS (Performance) FY24

31. Please list OS's priorities in FY23 and FY24 to-date, and how those priorities have been addressed. If not addressed, please discuss why.

Response:

- Implement a digital preservation system to preserve born digital, and digitized records, as well as web archive records from DC government agencies:
The Office of Public Records has implemented Preservica as its digital preservation system to preserve born digital, and digitized records, as well as web archive records from DC government agencies. The system has been built and the staff are developing training material and standard operating procedures.
- Re-organize the records management division to allow for enhanced support for agencies in their records management and updating of records schedules:
The Office of Public Records has re-organized the records management division. The office now has four employees dedicated to specific agencies to provide greater support for their records management needs. This has increased the number of agencies in contact with OPR and allows for more efficiency in records handling.
- Continue to review the Office of Documents internal operations to ensure an efficient District of Columbia Register publication experience for Office of Documents staff and its government agency customers:
Over the years, the Office of Documents' editorial team has fine-tuned a system for processing notices for publication in the DC Register and developed a very well-trained team. The efficient publications system and well-trained staff have placed the Office in a position to consistently implement new capabilities and meet new challenges. The processing system allowed us to replicate the DCRegs website and transition seamlessly from onsite to remote teleworking to mention a few.

DCRegs, like every operational application, needs to be serviced and maintained. User accounts and other system parameters such as the DC Register index, DCMR titles, chapters and sections must be implemented. Users must be registered and trained. User login and blocked accounts must be resolved. Application technical issues such as latency and web links that do not work must be fixed.

Just like it was necessary to develop an efficient publications system, it was necessary to develop an efficient system for managing and servicing DCRegs. In most application development environments, an IT specialist identifies the application bugs and issues and develops workarounds for users to get around the issues until the next development cycle, when the issues can be fixed. This fiscal year, we have developed a system for managing and servicing DCRegs. In 2017, we used to escalate all the DCRegs issues to OCTO. With the development of the system management tasks, we have effectively reduced the number of issues that we escalate to OCTO. We have also reduced the number of locked user accounts

and login failures. The new training system has reduced the number of notices that ODAI returns for non-compliance with the DC Register publication guidelines.

This efficiency frees ODAI to implement new capabilities going forward and allows us to meet new challenges such as the recent unexpected reduction in the editorial staff. We would have found the reduction more challenging if we were still trying to identify the tasks that we need to perform to manage the system. We are very confident about managing the system issues even when we are not onsite. Having studied the user issues since 2017, we are confident that we have the workarounds for the most common issues.

We are certain that the Office of Documents now has a stable process for publishing the DC Register as well as managing the DCRegs website.

- To move the Office of Notary and the Office of the Documents to a location that will allow the offices to grow:
The Office of the Secretary, specifically the Office of Notary and the Office of the Documents, is working closely with DGS, its project manager, and its architectural firm to design the new space and to determine the furniture and finishing for the space. We will soon engage with a consultant to prepare for the move to North Capital Street, NE. The move is anticipated for August/September 2024.
- Expand the Sister City program.
We are strategically working to build relationships with targeted embassies to expand the Sister City program.

32. What are OS's priorities top five priorities for FY25?

Response:

- Fully implement the digital preservation system with agency records managers trained and using the system.
- The Office of Public Records will develop and implement electronic records retention policies. These policies will allow the office to better capture digitized and born-digital media, including email.
- OPR will work with a moving contractor to develop the plan to move archival records from the Naylor Court Facility as well as NARA facilities around the country into the new Office of Public Records slated for completion in 2026.
- For FY24 and FY25, the Office of Documents will begin to review the online District of Columbia Municipal Regulations to determine obsolete chapters and sections. The Office of Documents Legal Team will develop a plan to effectively pursue this project in stages. There are 31 DCMR Titles, so that is a multi-year project.
- Expand the Sister City program.

33. Please describe any initiatives that OS implemented in FY23 or FY24 to-date to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Response:

- The Office of Public Records reorganized the Public Records Center to provide greater support to District agencies in their records management needs. This shift has increased the number of District agencies in regular communication with OPR from 29 to 50.
- During FY23, the Office of Documents issued an updated Rulemaking Handbook and Publications Style Manual. The Handbook was originally issued in 1983. The 2023 Handbook is the first official update since the original publication. The Handbook's intention is to provide agency counsel an overview of the rulemaking process in the District, including the specific requirements. The Handbook also includes the Rules of the Office of Documents (1 DMCR 300, et seq.) and the District of Columbia Administrative Procedure Act (DC Official Code §§ 2-501 – 2-511).

34. In OS's 2023 Performance Oversight Responses, the agency indicated that it intends to move the Office of Notary and the Office of Documents to a location that will allow the offices to grow. Please provide a detailed update on this initiative and describe any anticipated positions/FTE's that will be added to these offices in future fiscal years.

Response:

The Office of the Secretary, specifically the Office of Notary and the Office of the Documents, is working closely with DGS, its project manager, and its architectural firm to design the new space and to determine the furniture and finishing for the space. We will soon engage with a consultant to prepare for the move to North Capital Street, NE. The move is anticipated for August/September 2024.

The move to the new location is to accommodate the expanding services for the Office of Notary. The current location does not have enough space to house 6 FTEs in the Office of Notary and no other space is available in the existing building. The Office of Documents, which is also located at the Barry Building, will move to the new location along with the Office of the Notary. This arrangement keeps the offices under the Office of the Secretary in the same building.

35. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY23 and FY24 to-date, which significantly affects agency operations.

Response:

There has been no impact to OS due to any legislation passed or regulations adopted at the federal level during FY23 and FY24, to date.

36. Please discuss any legislation your agency plans to submit to the Council in FY24.

Response:

ONCA plans to submit proposed amendments to the Code for notaries public.

37. Please list all regulations for which your agency is responsible for oversight or implementation.

- a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
- b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

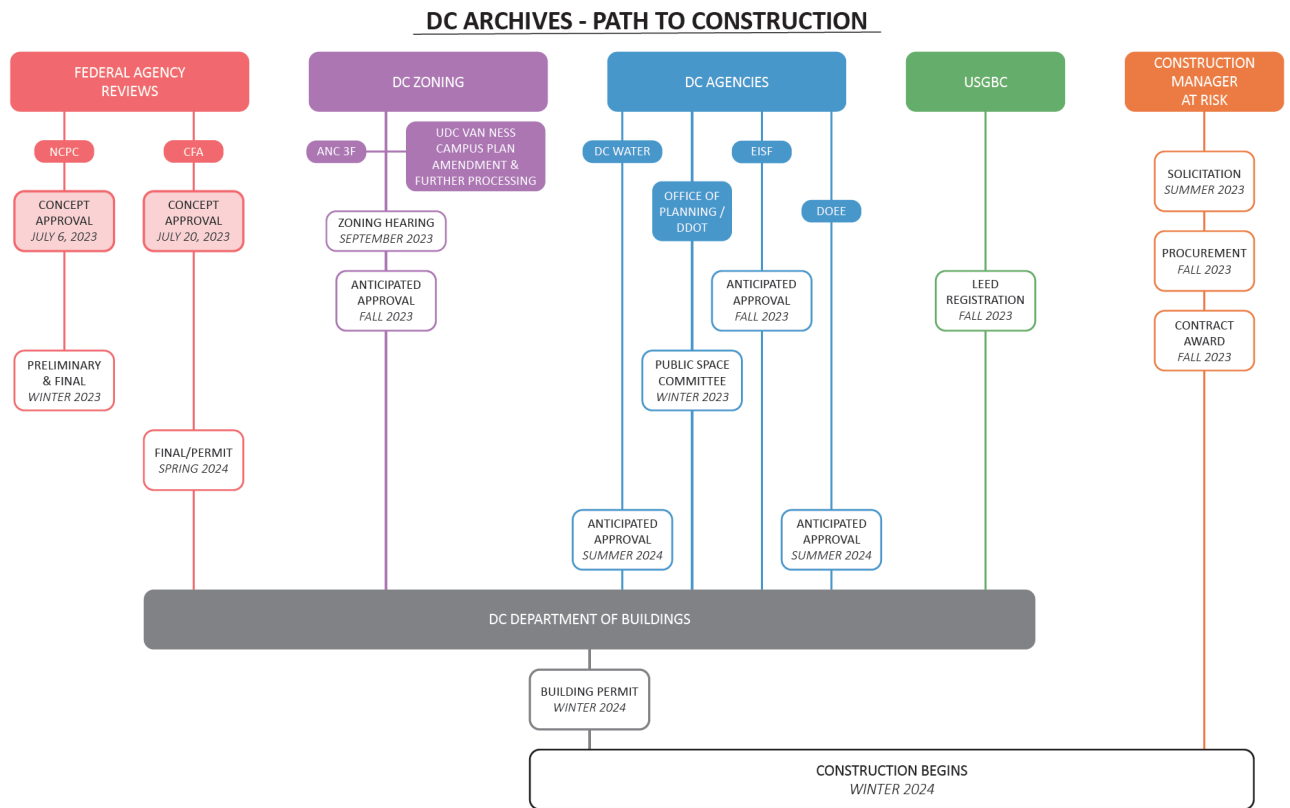
Response:

| DCMR | Title Heading | Chapter Heading | Last Revised |
|-----------------------------|--|---|---|
| <u>Title 1- Chapter 2</u> | Mayor and Executive Agencies | Official Publications | 1990 |
| <u>Title 1-Chapter 3</u> | Mayor and Executive Agencies | Rules of the Office of Documents and Administrative Issuances | 2014 |
| <u>Title 1- Chapter 15</u> | Mayor and Executive Agencies | Public Records of the District of Columbia | 1989 |
| <u>Title 17- Chapter 24</u> | Business, Occupations, and Professionals | Notaries Public | This Chapter was repealed on December 4, 2018. Final regulations to implement the Uniform Revised Uniform Law on Notarial Acts Act became effective on October 21, 2022, with their publication in the <i>District of Columbia Register</i> . Final regulations to implement the Revised Uniform Law on Notarial Acts Amendment Act of 2021 (Remote Notary) became effective on November 3, 2023 with their publication in the <i>District of Columbia Register</i> . |

38. Please provide a detailed update on the new OPR Building, including any changes in FY23 and FY24 to-date. Please include an up-to-date project timeline, including the expected timeline for regulatory approval by any District or federal agencies, public meetings/discussions, the Construction Manager contract award, and the removal of the Felix E. Jazz Archives and any other UDC property from Building 41.

Response:

Currently, the building design has been approved by the Zoning Commission. We are currently awaiting the final rule making. The Construction Manager at Risk Contract has been awarded. A graphic outlining the project timeline and regulatory approvals is below:



Provisions are being made to move the Felix E. Grant Jazz Archives collection to an archival facility for the duration of the construction period. Other UDC property in the facility will be moved by UDC.

39. Please list any new staff hired by the Office of Public Records in FY23 and FY24 and describe their positions.

Response:

- Nicholas Welsh, Archivist:

Supports the processing of historical material held in the DC Archives. Also provides reference support to researchers and other patrons.

- Eliza Hill, Records and Information Management Specialist:
Provides records management guidance and support to DC government agencies. Supports the accessioning of material into the Federal Records Center and destruction of temporary agency records. Advises DC government agencies with updating Records Schedules.
- Lana Mason, Archivist:
Supports the processing of historical material held in the DC Archives. Also provides reference support to researchers and other patrons.

40. The Office of Public Records has indicated to the Committee that it intends to contract with an experienced Records Management Contractor to develop a detailed inventory of the approximately 80,000 cubic feet of agency records held at locations across the District.
- c. Please provide an anticipated timeline for beginning solicitation, awarding the contract, surveying/inspecting the records, identifying the disposition of temporary and permanent records, and completing this project.
 - d. Does OPR expect to award this contract in FY24 or FY25?
 - e. What is the anticipated cost of this contract, and is that cost already included in the OS budget?
 - f. Will OPR need any additional FTEs to support the work done by the Records Management Contractor?

Response:

The Office of the Secretary is preparing the plan and will work with the Mayor's budget office.

41. Will the Records Management Contractor also support the retrieval of documents held in NARA facilities, or will there be a separate contract for that project?

Response:

This is a separate contract awarded as part of the construction of the new OPR facility. The moving contractor will be hired specifically to manage the movement of materials from the Naylor Court Facility and the NARA facilities.

42. Please describe the work OPR expects its staff to complete in FY24 and FY25 regarding the survey/inspection, preservation, and storage/transportation of documents in preparation for the transition into the new Archives facility.
- g. Will OPR need any additional FTEs in FY24 and FY25 to complete this work?

Response:

OPR staff will work closely with the moving contractor to develop the plan to systematically move material from the Naylor Court Facility and various NARA facilities. OPR staff will complete an updated survey of material held in the Naylor Court Facility. They will also complete the destruction of temporary records that have reached their disposition date held in the facility.

43. Please describe OPR's public engagement in FY23 and FY24 to-date.
h. Does OPR have any FTEs dedicated to public engagement/outreach?

Response:

OPR has completed the following public engagement activities during FY 23 to FY 24

| Program | Dates |
|--|-------------------------------|
| Programming Report Updated addressing Public Comments released | November 11, 2022 |
| Concept Design shared with General Public | February 2023 |
| Public comment period for concept design | February 2023 –September 2023 |
| Presentation to the Friends of the DC Archives | February 22, 2023 |
| Public Design Discussion Meeting | April 5, 2023 |
| Presentation to ANC-3F | April 18, 2023 |
| Response to Archives Advisory Group Comments on the Concept Design | April 25, 2023 |
| UDC Community - Campus Task Force Meeting | July 13, 2023 |
| Presentation to ANC-3F (special meeting) | September 6, 2023 |
| Presentation to ANC-3F | September 19, 2023 |
| Presentation to Bethel Dukes Branch of ASALH | November 19, 2023 |
| UDC Forum Interview with Lopez Matthews Jr. | December 18, 2023 |

There are no OPR FTEs specifically dedicated to public engagement and outreach. The State Archivist and Public Records Administrator manages this activity as part of his duties.

44. Please list all electronic databases maintained by your agency, and include:
- i. A detailed description of the information tracked or maintained within each system;
 - j. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - k. Whether the public can be granted access to all or part of the system.

Response:

| Division | Type of Databases | Explanation | Public Accessibility |
|----------|-------------------|---|---|
| ONCA | OnBase | <p>OnBase was installed in 2019. Since then, there have been many upgrades. OnBase was upgraded in FY23 for in-person electronic notarizations.</p> <p>OnBase will be updated in FY24 for remote notarizations.</p> <p>OnBase is used to electronically receive and track all notary applications and to maintain a list of notaries public. OnBase also tracks applicant payments, orientation status, and when the notary oath is taken. It also disseminates notifications.</p> | <p>The public has access to the Search for a Notary Public map. The public has access to the online application.</p> |
| ODAI | DCRegs | <p>DCRegs database tracks notices submitted for publication from four main user groups: the DC Council, Executive agencies, independent government agencies, and DC Public Charter Schools. Within the database, DCRegs tracks each uploaded notice by assigning the notice an ID. DCRegs tracks the name of the user who created the notice and users who make any changes to the uploaded notice, as well as the action type (e.g., submit, return, confirm for publication), and date and time for each action. Authorized users can view the tracking information using the Notice History for each notice.</p> <p>DCRegs was created in 2009. In October 2017, ODAI launched a new DCRegs based on FileNet Architecture, which among other</p> | <p>The public has access to information through DCRegs: District of Columbia Register (2008 to present), District of Columbia Municipal Regulations and Mayor's/Commissioners Orders.</p> |

| | | | |
|-----|---------------|---|---|
| | | things, allows for faster searches. FileNet will also allow ODAI to upload historical documents that were published as hardcopies. | |
| OPR | AXAEM | AXAEM tracks all holdings in both the archives and the records center; monitor and facilitate reference requests; automate the acceptance of records into the records center; implement workflows for the accessioning of archival collections; monitor visitors to the facility; and maintain data about agency records officers and the activities they are authorized to perform. | The following components are coded and are designed to be publicly accessible, but will not be fully functional until we have the following bibliographic data for our records: <ul style="list-style-type: none"> • Acceptance of records into the records center (role-specific access granted to agency records officers); and • Online request form (access to the front end, not the underlying data). |
| OPR | ArchivesSpace | OPR acquired ArchivesSpace in FY22. The application is designed to support core functions in archives administration such as accessioning; description and arrangement of processed materials, including analog, hybrid, and born-digital content; management of authorities (agents and subjects) and rights; and reference service. The application supports collection management through collection management records, tracking of events, and a growing number of administrative reports. The application also functions as a metadata authoring tool, enabling the generation of EAD, MARCXML, MODS, Dublin Core, and METS formatted data. | The public Facing interface that will be integrated into the OPR digital archive for public research. |
| OPR | SpringShare | The SpringShare software platform provides various applications to assist with archival information management. The database application is called "libconnect". It is a database of | Public access is through the Springshare libguides application, which allows for reference guides and forms to submit requests to OPR. |

| | | | |
|-----|---------------|---|---|
| | | records managers and patrons who have submitted requests to the DC Archives. It allows the DC Archives to track interactions with the public and records managers. It also allows the office to send email blasts to designated records managers. | |
| OPR | Quartex by AM | In FY22, OPR acquired Quartex by Adam Matthews. Quartex is a digital asset management (DAM) system that enables libraries and archives to showcase digital archival material. | Once fully implemented, the system will allow the worldwide public access to search digitized records uploaded to the system, and finding aids generated by ArchivesSpace from OPR. |
| OPR | Preservica | Preservica is a digital preservation system that manages digitized and born digital records. It allows for DC government records managers to accession permanent electronic records into the system for preservation in perpetuity. It will store the electronic records in a Department of Defense Certified glacier cloud storage center. | There is no public access to this system. Public access to material is managed through Quartex by AM. |

45. Please discuss in detail any changes to the DCRegs online platform in FY23 and FY24 to-date, and any anticipated changes for the remainder of FY24.

Response:

There were no changes to the DCRegs online platform during FY24. As noted in Question 31, over the past several years, the Office of Documents has spent significant time evaluating the online platform that was launched in FY18. The result of that work will be DCRegs 3.0. During FY24, we will draft a development plan for DCRegs 3.0 and we will work with OCTO to determine the timeline to implement that plan.

46. In OS's 2023 Performance Oversight Responses, the agency indicated that it plans to "review the Office of Documents internal operations to ensure an efficient District of Columbia Register publication experience". Could you please describe this review, and any changes to Office of Documents operations that have been made in FY23 and FY24 to-date or are planned for the remainder of FY24?

Response:

There were no changes to the Office of Documents internal operations during FY23 other than the hiring a very capable attorney to manage the review, processing, and publication of District agency rulemakings. The work to keep current final rulemaking codification has historically been a challenge for the Office of Documents. During FY23, the Office of Documents issued an updated Rulemaking Handbook and Publications Style Manual. The Handbook was originally issued in 1983. The 2023 Handbook is the first official update since the original publication. Other than pursuing a DCREgs 3.0 development plan, there are no other anticipated changes to the Office of Documents operations. The Handbook's intention is to provide agency counsel an overview of the rulemaking process in the District, including the specific requirements. The Handbook also includes the Rules of the Office of Documents (1 DMCR 300, et seq.) and the District of Columbia Administrative Procedure Act (DC Official Code §§ 2-501 – 2-511).

47. What is the number of notary applications received in FY23 and FY24 to-date? How many applications have been approved in FY23 and FY24 to-date?

Response:

The number of notary applications received and approved from FY23 to FY24 to date is 2,340 applications.

48. Please list the total dollar amount of fees associated with notary applications/services that OS collected **for each of the following fiscal years:** FY22, FY23, and FY24 to-date. Please also explain if those fees matriculated into the OS budget.

Response:

The majority of ONCA's revenue is generated from document authentications. Only a small portion, about 15%, comes from processing notary applications.

The revenue generated by ONCA supports OS operations through Special Purpose Revenue Funds. In FY24, OS requested a budget authority of \$1 million in SPR, which is used to fund its six FTEs.

49. Please describe the services provided by the Ceremonial Services Unit, and how many total documents the Ceremonial Services Unit produced in FY23 and FY24 to-date.

Response:

The Ceremonial Services Unit produces the following types of documents from the Mayor:

- Anniversary Letters: for wedding anniversaries 50 years or more and other anniversaries of 5 or more in 5-year increments.
- Birthday Letters: for 75th Birthdays and higher in increments of 5 years.
- Scouting Achievement: to District resident Boy Scouts who have achieved the Eagle Scout and Girl Scouts who earn the scouting Gold Award.
- Letters of Appreciation: for individuals or organizations that have performed public service or contributed to the success of an event for the Mayor, the government, or the city.
- Condolence Letters: to the family of a deceased individual or for memorial services.
- Letters of Congratulations: for significant accomplishments of individuals or organizations and for weddings, anniversaries, birthdays, and retirements.
- Letters of Greeting: to individual or organization hosting a conference, convention, family reunion, or an event in the Washington metropolitan area.
- Proclamations: for civic, humanitarian, or charitable contributions by individuals or organizations that have made a significant impact on the quality of life in the District of Columbia, their communities, or the nation.
- Retirement Letters: for retiring District and Federal employees.

The Ceremonial Services Unit produced 729 documents in FY23 and 180 documents to date in FY24.

50. Please describe implementation of Remote Notary and E-Notary services in the District, including the number of notaries that are currently authorized to perform remote and/or electronic notarizations in the District.

Response:

In-person electronic notarizations (e-notary) have been implemented as of July 10, 2023. There are thirteen (13) individuals authorized to perform in-person electronic notarizations. Remote notarizations have not been implemented. We expect to finalize the remote by the end of the first quarter 2024.

51. In OS's 2023 Performance Oversight Responses, the agency indicated that it plans to share proposed amendments to the DC Code regarding notary laws. Please include those proposed amendments as an attachment, or provide a list describing the proposed amendments.

Response:

There is one legislative amendment the Office of the Secretary will pursue in FY24, specifically amending Section 1-1231.20(c), which provides that a notary public seeking an electronic endorsement must complete a training course "provided by the Mayor." Notably, ONCA does not provide training courses for electronic notaries and requires a notary public to complete a training course provided by outside vendors. The Office of the

Secretary will propose that Section 1-1231.20(c) be amended to change training "provided by the Mayor" to training "required by the Mayor."

52. DC requires all notaries to read and write in the language of records on which they perform a notarial act. Does the Office of Notary Commissions and Authentications assist District residents looking to find a notary authorized to perform notarial acts in languages other than English?
1. If possible, please provide a list of all languages in which current notaries in the District are authorized to perform notarial acts.

Response:

Based on what we can determine, there are notaries available who can read and write in Spanish, Russian, Ukrainian, Bulgarian, German, Tigrinya, Romanian, Amharic, Hebrew, Yiddish, Korean, ASL, Portuguese, French, and Turkish. When individuals ask for notaries who can speak a foreign language, we provide the names.

53. Please describe activities of the Office of Protocol and International Affairs in FY23 and FY24 to-date, including services provided to the diplomatic/international community and outreach to the local community.

Response:

The Office of the Secretary conducts its outreach and engagement activities in a myriad of ways to reflect the broad and diverse role we play in the international community on behalf of the Mayor. While we often initiate activities, we also collaborate with sister-government agencies both local and federal, and community-based organizations. In all cases, we regularly inform the international community of our activities and opportunities to partner. These include through:

- OS has an active social media presence.
- Active engagement with our diplomatic corps upon naming a new Ambassador.
- A robust National Day letter program that commemorates each country's national day or independence. In 2023, we sent 170 letters.
- The National Day letter program is supplemented by commemorative tweets when appropriate.
- Hosting meetings with Ambassadors and Embassy staff on a variety of topics, including introductory meetings to programs embassies are interested in, such as partnerships with DC Public Schools, Washington, DC's Sister City Program, educational and cultural interests, or concerns over issues facing the country's citizens residing in DC, and more. OS held 75 meetings in 2023.
- The Embassy Neighborhood Task Force manages, mitigates, and resolves issues between DC residents and more than 175 embassies around the city by connecting the resources of the DC Government and the US State Department to the appropriate parties.

- The Embassy Adoption Program, part of DC's Public School Global Division, allows 5th and 6th-grade students to learn about the history and culture of nations worldwide through partnerships with embassies in DC. OS is responsible for assisting with EAP promotion and recruitment in the diplomatic community.
- Coordination and logistics around meetings through the International Visitor Leadership Program, which brings international visitors to DC from around the world to the United States as part of a mid-career educational exchange program. OPIA serves as the coordinating office for these meetings with DC government officials. In 2023, we hosted 19 groups from 61 countries over the calendar year. A total of over 175 visitors participated.
- Serve in a leadership role for the National Cherry Blossom Festival in partnership with the Embassy of Japan.
- Serve as a liaison to EOM offices as needed, i.e., Scheduling, other offices needing special handling like MPD, DDOT on issues of parking in front of the Consulate/crowding street, OTR on deeds and taxes, etc.
- We support our sister agencies regularly through outreach with diaspora events, including events that celebrate milestones, commemorative dates, parades, service dates, etc. These events often inspire international interest from embassies, which OS helps coordinate.
- OS is also invited to attend events hosted by the Office of Foreign Missions (OFM), which hosts events that include all embassies in Washington, DC, to ensure that the city has a constant presence in this community. These events are generally social and, in 2022, include the reception for the incoming OFM Director, OFM Street Fair, and the OFM Trick or Treat Ball.
- We also assist the Office of Federal and Regional Affairs in securing an embassy sponsor for the winter conference of the US Conference of Mayors. Mayor Bowser serves as the Chair of the International Affairs Committee, and this year the event will be held at the British Embassy.

54. Please describe the Embassy Neighborhood Task Force, and list its activities in FY23 and FY24 to-date.

Response:

The Embassy Neighborhood Task Force (ENTF) helps manage, mitigate, and resolve issues promptly between DC residents and over 175 embassies around the city by connecting the resources of the DC Government and the US State Department to the appropriate parties.

Issues are presented to OS through ANC Commissioners and the DC City Council. OS engages DC Government offices such as DOEE, Department of Licensing and Consumer Protection (previously DCRA), DC Water, DDOT, DPW, OCFO, etc., as needed. The Office of Foreign Missions at the State Department is also represented on the task force and works with OS to manage concerns regarding diplomatic missions and their needs. The

Embassy Neighborhood Task Force has been a critical part of OS's outreach in the international community, residential communities, and its elected and non-elected leaders.

To date, ENTF has worked to resolving:

- A retaining wall that was in disrepair belonging to the Embassy of China.
- A request from the Embassy of Israel to raise fencing to accommodate enhanced security.
- Notification of violation to the British Embassy for the presence of pollutants from construction.
- State Department circular note of parking tickets to foreign missions.
- The removal of cones opposite the residence of Sri Lanka Ambassador's residence.
- Embassy of the Republic of Serbia vacant lot infractions.
- Embassy of China installation of green carpeting around the residence.
- British Embassy Road closure and egress violations.
- Extended time for park closure for repairs next to the Embassy of Pakistan vacant lot sale.
- Points of contact for Embassy notification on critical water infrastructure.
- Diplomatic street parking issues with the Embassy of Vietnam.
- Bike lane parking closure notification in advance of visiting delegation.
- Embassy of Nigeria tax notification (inquiry closed due to fraud).
- Removal of diplomatic status on former Embassy of Benin property and related tax status.

55. Please describe the Sister City program, including a list of all sister cities, and a list of all activities in FY23 and FY24 to-date. Please also describe any work to expand the Sister City program in FY23 and FY24 to-date.

Response:

The Sister City program fosters partnerships between cities around the world, focusing on areas of economic development, education, youth and cultural exchange, and government administration.

Given that Washington, DC is a capital city, we exclusively partner with other capital cities around the world, with the exception of Sunderland, England, as George Washington's ancestral home.

These partnerships lead to collaborative projects, initiatives, and productive relationships between governments, fostering community engagement here and abroad.

The District of Columbia has signed Sister City Agreements or Protocols of Friendship with the following 15 cities:

- Bangkok, Thailand
- Dakar, Senegal

- Beijing Municipality, People's Republic of China
- Brussels Capital Region, Belgium
- Tshwane (Pretoria), South Africa
- Paris, France
- Athens, Greece
- Seoul Metropolitan Government, Republic of Korea
- Accra, Ghana
- Sunderland, United Kingdom–George Washington's Ancestral Home
- Rome, Italy
- Ankara, Turkey
- Brasilia, Brazil

Activities related to Sister Cities partners include:

- A meeting held between Mayor Bowser and Italian Ambassador Mariaangela Zappia.
- National Day of Italy Celebration.
- Grand Opening of the Imagining the Future. Leonardo Da Vinci: In the Mind of an Italian Genius Exhibit Opening at MLK Library.
- Assisted in facilitating a meeting between the Tshwane municipal government in South Africa and Events DC.
- Hosted a delegation from the People's Government of Beijing Municipality on economic cooperation and cultural exchange.
- Hosted several IVLP delegations which included Sister City partners.
- Assisted in the recruitment of Sister City Embassies to participate in Passport DC.
- San Salvador municipal government leaders as part of a Latin American group discussion on economic development and local government leadership.
- Met with representatives from the South African Embassy on the renewal of our Sister City agreement.
- Attended the grand opening of the newly refurbished Australian Embassy.
- Ambassadors' reception of the celebration of the new Executive Director of the Council of African Diaspora.
- Anniversary celebration of Brazil Independence Day.
- Mandela Washington Fellows Program.
- Experience Africa embassy/business expo and discussion.
- Bastille Day Celebration at the French Ambassador's residence.
- Welcome reception for the incoming Chinese Ambassador.
- Melodies of Friendship celebration to mark 70th Anniversary of US-Korea Alliance.
- Brazil-DC Dept of Health- Health Equity Forum.
- Addis Ababa – DC Government agencies discussion.
- Happy Africa Day.
- International Tea Day with the Chinese Embassy.
- DC Government presented the Friend of El Salvador Award.

To date, OPIA has laid the foundation for increasing the number of Sister City partners by engaging in conversations that we hope will lead to an agreement. It would be premature to name those cities as we are in negotiations. However, currently, we are looking for at least four cities we hope to deepen our relations.

56. Please describe the goals and activities of the Emancipation Commission in FY23 and FY24 to-date, including a detailed description of the Commission's public engagement methods.

Response:

The Commission will focus on educating DC residents about the history of Emancipation Day, Voting Rights, and the fight for DC Statehood to promote DC pride, and to build awareness about the meaning of the April 16th public holiday and the legacy of freedom.

Every year, in collaboration with the Executive Office of the Mayor, the Office of the Secretary, and the Commission, will plan and organize an annual Emancipation Day Parade and Democracy Luncheon.

57. Please describe the goals and accomplishments of the DC Voting Grant in FY23 and FY24 to-date, and attach all grantees reports from FY23 and FY24 to-date.

Response:

The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY23 and FY24, OS has been authorized to issue competitive grants totaling \$200,000 to promote voting rights and Statehood for Washington, DC.

The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

The goal for FY24 remains the same to strengthen awareness for Statehood for Washington, DC.

See Attachment 9 for the grantees' reports.

58. Please list all grants that have been issued to promote DC self-determination and Statehood in FY23 and FY24 to-date. For each grant, please include the amount, recipient organization, the recipient organization's chief executive, and the specific purpose of the grant.

Response:

Awardees of DC Democracy Grant

| Fiscal Year | RFA Issued | Recipients | Amount |
|--------------------|---------------------------|--|---|
| FY23 | Monday, November 14, 2022 | DC Vote Historical Society of Washington DC (DC History Center) League of Women Voters Education Fund Students for DC Statehood Anacostia Coordinating Council | \$100,000 \$35,000 \$35,000 \$15,000 \$15,000 |
| FY24 | Monday, November 6, 2023 | | |

59. Please describe the goals and activities of the Commission on the Martin Luther King Jr. Holiday in FY23 and FY24 to-date, and any planned meetings or activities for the remainder of FY24.

Response:

The Commission on the Martin Luther King Jr. Holiday assists the Mayor with the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. The Commission also encourages educational programs related to the holiday and the day of service.

Activities in FY23:

| Date | Event | Location |
|------------------|---|---|
| January 13, 2023 | United Planning Organization Annual MLK Jr. Memorial Breakfast | Ronald Reagan Building and International Trade Center |
| January 13, 2023 | MLK Commissioner Wreath Laying and Photoshoot | Martin Luther King Jr. Memorial |
| January 14, 2023 | Serve DC Day of Service | Arthur Capper Community Center |
| January 14, 2023 | Martin Luther King Jr. Glove Drive | Franklin Park |
| January 16, 2023 | Martin Luther King Day Peace Walk | MLK Boulevard |
| January 26, 2023 | Living a Life of Service in DC: Conversation with Marjorie Kinard | Virtual |

Activities in FY24:

| Date | Event | Location |
|------------------|--|---|
| January 12, 2024 | United Planning Organization Annual MLK Jr. Memorial Breakfast | Ronald Reagan Building and International Trade Center |
| January 12, 2024 | MLK Wreath Laying | Martin Luther King Jr. Memorial |
| January 13, 2024 | Serve DC's MLK Day of Action: | Arthur Capper Community Center |
| January 15, 2024 | Martin Luther King Day Peace Walk | MLK Boulevard |
| January 16, 2024 | A Conversation on Martin Luther King Jr. and Activism in DC | Virtual |