

FY2023-2024 Performance Oversight Pre-Hearing Questions

Mayor's Office of Community Affairs

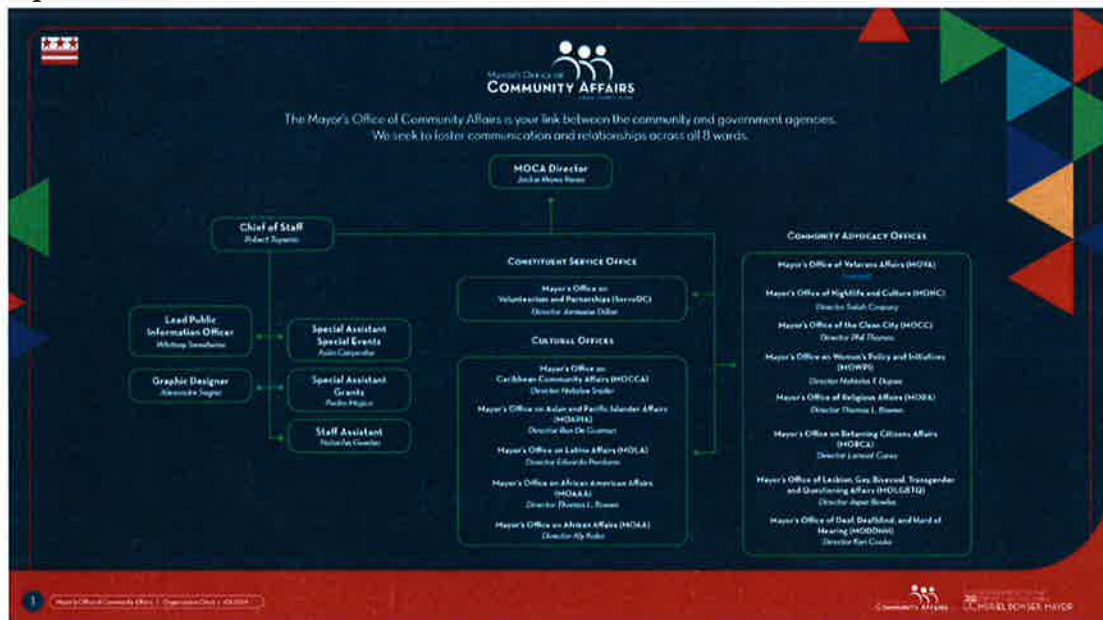
GENERAL QUESTIONS FOR ALL OFFICES

AGENCY ORGANIZATION

- 1. Please provide a current organizational chart for MOCA and all subordinate offices*, including the number of vacant, frozen, and filled positions in each office. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.

***[NOTE: Anywhere it says “all subordinate offices” in this document, we are referring only to the offices that fall under the oversight of the Committee on Public Works & Operations.]**

- For MOCA Organizational Chart see below chart – Please note, while the attached chart encompasses all of community affairs, only MOCA, MOCC, MOLGBTQ MORA and MOVA fall under oversight of the Committee on Public Works and Operations.



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- For future reference, all MOCA offices that fall under the Committee’s oversight are listed in the below table.

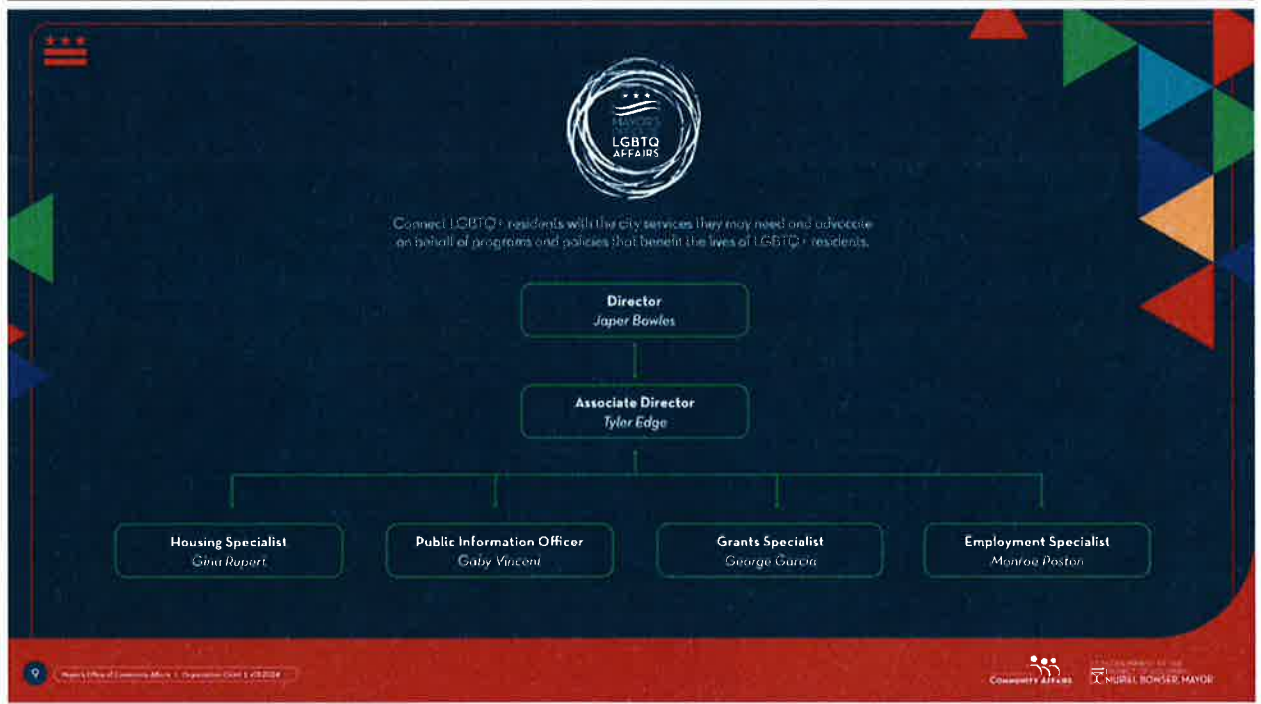
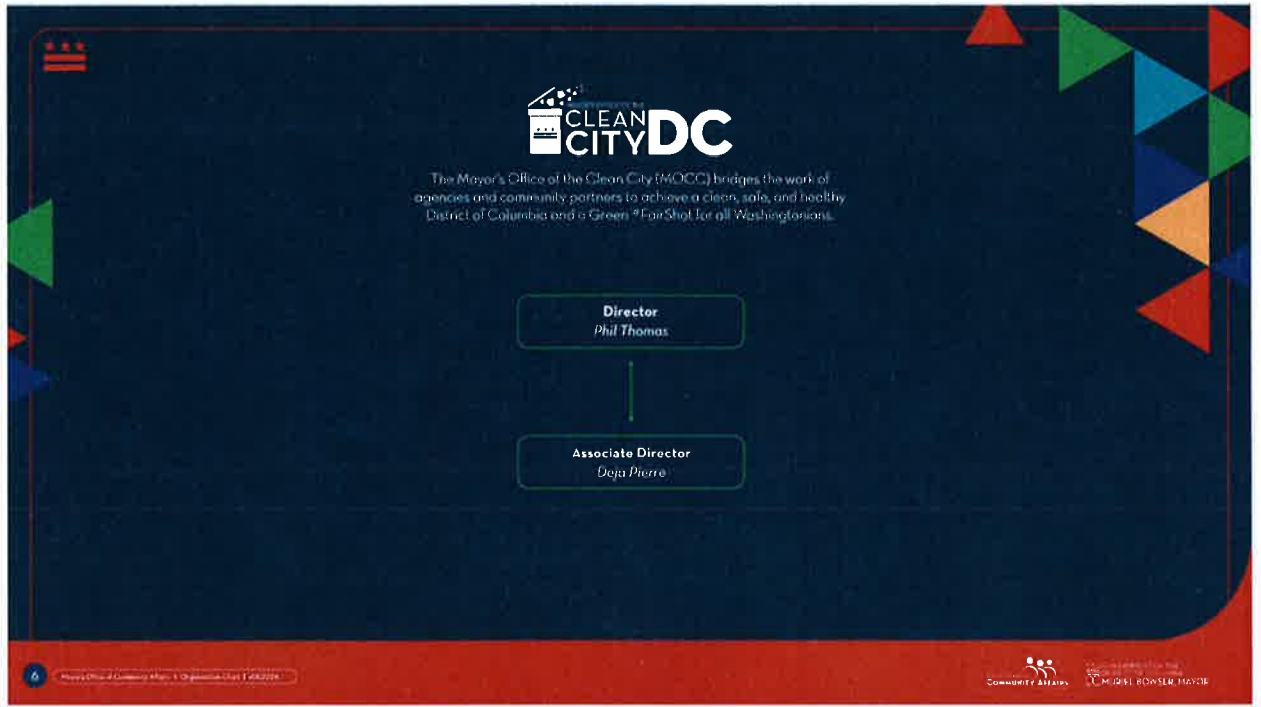
Agency	Acronym
Mayor’s Office on Community Affairs	MOCA
Mayor’s Office of the Clean City	MOCC
Mayor’s Office of LGBTQ Affairs	MOLGBTQA
Mayor’s Office of Religious Affairs	MORA
Mayor’s Office of Veterans Affairs	MOVA

- For Organizational Charts for subordinate offices see below organization charts

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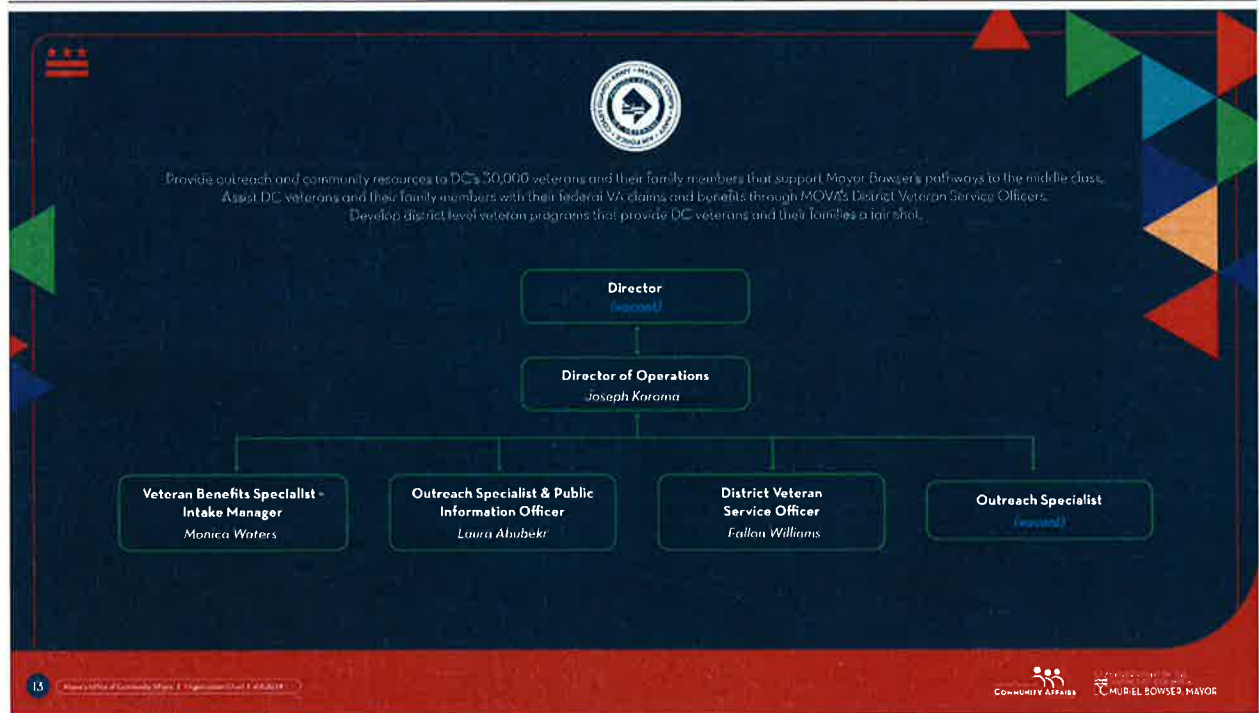
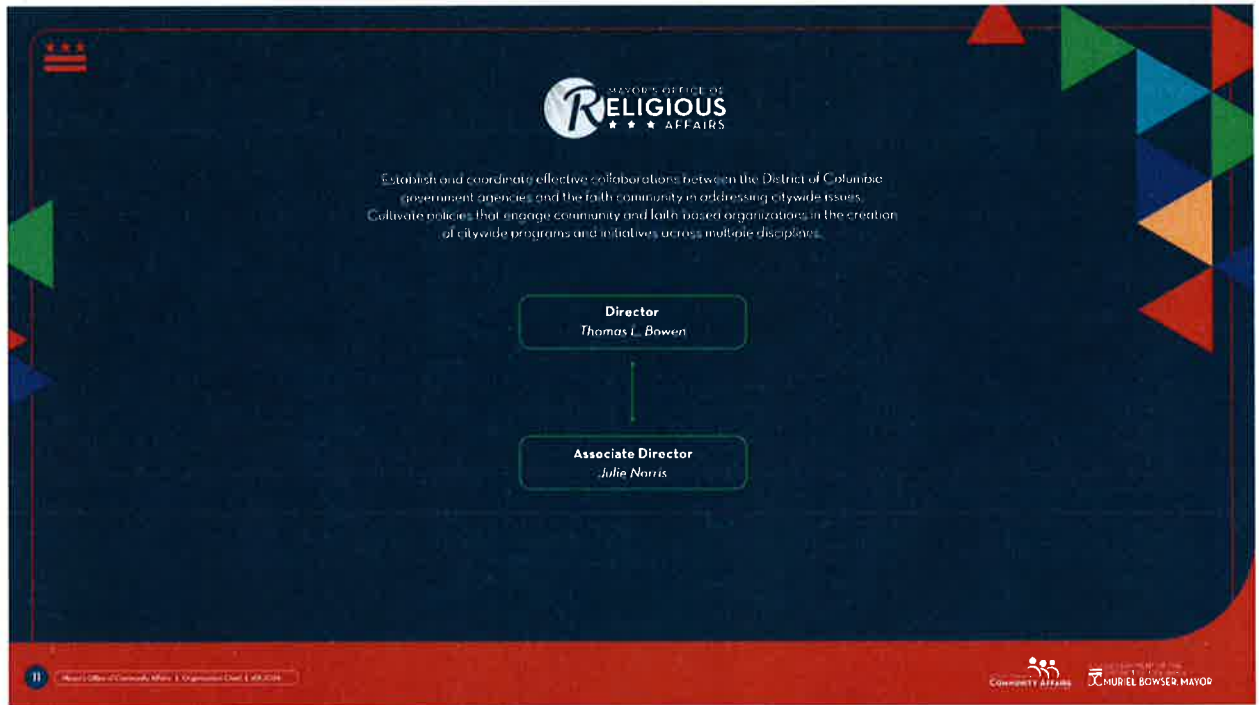
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- For list of vacant, frozen, and filled positions in each office see response to question 3

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

Answer: There were no changes to the organizational charts from the previous year.

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

[NOTE: Please assemble your response to this question last, immediately prior to submitting all responses, to ensure the most up-to-date Schedule A is shown.]

Answer: For MOCA’s Schedule A, see attachment 3A: (Offices listed in order: MOCC (50338); MORA (50015); MOCA (50009); MOLGBTQA(50014))

Office of the Mayor's Office (AA0)
 FY 2024 Schedule A as of January 22, 2024

Sum of Salary	CostCenter	Title	Vacant Status	Total
	50338	Associate Director	F	79186.17
		CLEAN CITY COOR	F	124368.15
	50015	Associate Director	F	85791.36
	50009	CHIEF OF STAFF	F	100309.13
		Special Assistant	F	169490.25
		Public Information Officer	F	79186.18
		Staff Assistant	F	75775
		Director Community Affairs	F	150803.74
	50014	Associate Director	F	82069
		Grants Management Specialist	F	82069
		Outreach & Service Specialist	F	82069
		Director	F	124368.15
		Program Support Specialist	F	77873
Grand Total				1313358.13

For MOVA, see below table.

VAO - OFFICE OF VETERANS' AFFAIRS - Schedule A as of 01/18/2024

Sum of Salary			
Fund	Title	Vacant Status	Total
1010001	Director	V	116483
	Director of Operations	F	91885.97
	Outreach & Service Specialist	F	79188.17
	Outreach and Services Speciali	V	165401
	Public Affairs Specialist	F	79188
	Veterans Benefits Prog. Spec.	F	75775
(blank)	(blank)	(blank)	
Grand Total			608897.14

4. Please provide a list of vacant positions during FY 23 and FY 24, to date, for MOCA and all subordinate offices. Please note whether the position is currently filled and length of time current vacancies have been open.

Answer: For list of vacant positions in MOCA and all subordinate offices, see below table.

Agency	FY23 Vacant Positions	FY24 Vacant Positions
MOCA	N/A	N/A
MOLGBTQA	N/A	N/A
MONC	N/A	N/A
MORA	N/A	N/A
MOVA	Director (as of 10/1/23)	Veterans Service Officer (as of 12/31/23)

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5. Please list all employees detailed to or from MOCA and each subordinate office. For each employee identified, please provide the name of the office or agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

Answer: No staff from MOCA and the subordinate MOCA offices under the Committee on Public Works and Operations have detailed staff.

6. Please provide each collective bargaining agreement that is currently in effect for employees at MOCA and all subordinate offices. Please include the bargaining unit and the duration of each agreement. Please note if the office is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

Answer: Not applicable

7. Please individually list any task forces, committees, advisory boards, or membership organizations in which MOCA and each subordinate office participates.

Answer: For list of all boards and commissions, for MOCA and subordinate offices where this committee has oversight are tabled below:

MOCA OFFICE	BOARD/COMMISSION WHERE OFFICE PARTICIPATES	BOARD/COMMISSION MANAGED BY THE OFFICE
MOCA	DC Age Friendly by 2023 Task Force	
MOLGBTQ		Advisory Committee to the Office of LGBTQ Affairs
MORA		Mayor’s Interfaith Council (MIC)
MOVA		Advisory Committee to the Office of Veteran Affairs

AGENCY BUDGET AND SPENDING

8. For MOCA and each subordinate office, please provide a table showing the Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 23 and the first quarter of FY 24. Please detail any over- or under-spending and if the office had any federal funds that lapsed.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). As a result, the overall approved budget and agency spending are best reflected in submission to the Committee on Executive Administration and Labor.

- For MOCA offices, there were no reprogramming's to the approved FY23 budget.

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

Answer: There were no enhancement requests in FY23 or FY24, to date.

10. For MOCA and all subordinate offices, please individually list, in chronological order, each reprogramming that impacted the office in FY 23 and FY 24, to date, including those that moved funds into the office, out of the office, and within the office. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Answer: While MOCA and the subordinate offices under oversight by this Committee are part of the Executive Office of the Mayor (AA0), there has been no reprogramming for the budget in FY23 or FY24, to date.

11. For FY 23 and FY 24, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by MOCA and all subordinate offices. 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;

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- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

Answer:

Agency	Source Name	Program Description	Amount Generated	Expenses	Current Balance
MOVA	Veteran License Plate Program (DMV)	DMV sells Veteran license plates and funds generated go to a fund for MOVA's programming	Known by DMV	Known by DMV	Known by DMV

12. Please list any statutory mandates that MOCA and each subordinate office lacks sufficient resources to fully implement, or implementation that is contingent on filling current vacancies.

Answer: MOCA and subordinate offices do not lack resources to implement any statutory mandates.

AGENCY OPERATIONS

13. Please describe new statutory mandates MOCA and each subordinate office are subject to as of FY 24 and their current implementation status.

Answer: MOCA and its subordinate offices follow the laws and mandates as they are applicable to our offices.

14. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that MOCA and each subordinate office are required to complete in FY 23 and FY 24, to date. For each requirement, please list the date the report was required and the date it was produced. If the office did not produce the report on the mandated timeline, please explain why.

Office	Authority	Annual Report Due	Annual Report Submitted
Mayor's Office on Community Affairs	Mayor's Order 2008-46	Not mandated	
Mayor's Office of Lesbian, Gay,	<u>D.C. Code</u> § 2-1383.	Annually	December 14, 2023

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Bisexual, Transgender and Questioning Affairs			
Mayor's Office on Religious Affairs			
Mayor's Office of Veteran Affairs	D.C. Code §49-1004.	Annually	

15. Please list and describe any regulations promulgated by MOCA and all subordinate offices in FY 23 or FY 24, to date, and the status of each.

Answer: Not applicable

16. For MOCA and each subordinate office, please explain any significant impacts of legislation passed at the federal or local level during FY 23 and FY 24, to date.

Answer: Not applicable.

17. Please list and describe the top five priorities for MOCA and each subordinate office individually. Please explain how each office expects to address these priorities in FY 24.

Answer: The mission of the Office of Community Affairs is to meet the needs of the residents of the District of Columbia and engage the District's diverse communities in civic life. The Executive Office of the Mayor, where MOCA and all subordinate offices reside, provides outreach and engagement in the District to strengthen children, youth, families and individuals; builds and sustains healthy neighborhoods; promotes economic development; makes government work; and enhances unity of purpose and democracy.

The top five priorities for MOCA and subordinate offices in FY24 are:

1. Engage residents, community leaders, community organizations and other stakeholders to ensure awareness and connections to District government services.
 - a. MOLGBTQ will lead on this goal to the District's LGBTQAI+ community.
 - b. MORA will lead on this goal to the District's faith community.
 - c. MOVA will lead on this goal to the District's veteran community.
 - d. MOCC will lead on this goal with community groups and volunteers.

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2. Serve as a liaison to the District's diverse communities to engage neighbors in programs and services to improve public safety and quality of life.
 - a. MOLGBTQ will lead on this goal to the District's LGBTQAI+ community.
 - b. MORA will lead on this goal to the District's faith community.
 - c. MOVA will lead on this goal to the District's veteran community.
 - d. MOCC will lead on this goal with community groups and volunteers.

3. Engage residents from all eight wards to promote economic development initiatives, including the Downtown Comeback Plan, and ensure both culturally competent awareness of the plans six (6) core goals and engagement of core constituents in implementation.
 - a. MOLGBTQ will lead on this goal to the District's LGBTQAI+ community.
 - b. MORA will lead on this goal to the District's faith community.
 - c. MOVA will lead on this goal to the District's veteran community.
 - d. MOCC will lead on this goal with community groups and volunteers.

4. Engage with residents, community groups and cultural organizations in all eight wards to develop and conduct cultural/constituent events and programs to celebrate the District's rich cultural heritage and diversity.
 - a. MOLGBTQ will lead on this goal to the District's LGBTQIA+ community.
 - b. MORA will lead on this goal to the District's faith community.
 - c. MOVA will lead on this goal to the District's veteran community.
 - d. MOCC will lead on this goal with community groups and volunteers.

5. Engage residents from all eight wards to promote DC government and business partnership employment opportunities for all constituencies
 - a. MOLGBTQ will lead on this goal to the District's LGBTQIA+ community.
 - b. MORA will lead on this goal to the District's faith community.
 - c. MOVA will lead on this goal to the District's veteran community.
 - d. MOCC will lead on this goal with community groups and volunteers.

18. What are the metrics regularly used by MOCA and each subordinate office to evaluate its operations? Please be specific about which data points are monitored by each office.

Answer: The MOCA director utilizes a variety of metrics to evaluate operations in both the MOCA office and each subordinate office, including daily check-ins, surveys, quarter reports,

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weekly 1-on-1 meetings between the MOCA director and the director of each subordinate office and a weekly Directors Huddle.

19. For MOCA and each subordinate office, please provide a copy of the office's FY 23 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 23. If they were not completed, please provide an explanation.

Answer: A performance plan was not submitted in FY23.

20. For MOCA and each subordinate office, please provide a copy of the FY 24 performance plan as submitted to the Office of the City Administrator, if one was prepared. Please identify any performance objectives or measures which have been added, modified or dropped since FY 23.

Answer: An FY24 performance plan was not submitted.

21. Please describe any new initiatives or programs implemented in FY 23 and FY 24, to date, to improve the operations of MOCA and each subordinate office. Please describe any funding utilized for each initiative or program and the results, or expected results, of each initiative.

Answer: Not applicable

22. For MOCA and each subordinate office, please provide the Committee with:
- a. A list of all vehicles owned, leased, or otherwise used by the office and to whom the vehicle is assigned as well as a description of all vehicle crashes involving the office's vehicles in FY 23 and FY 24, to date;
 - b. A list of travel expenses, arranged by employee for FY 23 and FY 24, to date, including justification for travel;
 - c. A list of total workers' compensation payments paid in FY 23 and FY 24, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Answer:

A. There are no vehicles owned or leased by MOCA and the subordinate offices subject to oversight by this Committee.

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B. There was no travel by MOCA and the subordinate offices subject to oversight by this Committee.

C. There were no worker's compensation payments in FY23 and to date in FY24.

23. For FY 23 and FY 24, to date, what was the total cost for mobile communications and devices, including equipment and service plans for MOCA and each subordinate office?

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). As a result, the overall approved budget and agency spending are best reflected in submission to the Committee on Executive Administration and Labor.

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

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0).

Employee training is coordinated by the EOM Human Resources Advisor, to ensure all staff comply with ethics and other polices.

- All staff – During new employee orientation and frequently during meetings, EOM staff are encouraged to take personal and professional skill development sessions offered by DCHR, both electronic via Precipio and in person.
- EOM convenes a quarterly an all staff meeting to discuss overall goals and conduct skill building exercises.
- Staff also complete the following training / refresher courses annually:
 - a. Government ethics
 - b. Sexual harassment prevention
 - c. Cybersecurity
- EOM Managers / Directors attend monthly training designed to build management skills related to employee performance, goal setting and other sessions.
- Please identify all electronic databases maintained by MOCA and each subordinate office, including the following:

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- a. A detailed description of the information tracked within each system;
- b. The age of the system and any substantial upgrades that were made in FY 23 or FY 24, to date, or that are planned for the system;
- c. Whether the public is currently granted access to all or part of each system; and
- d. Whether the public could be granted access to all or part of each system.

Answer:

- A. MOCA utilizes the following electronic databases to track and maintain specific data:
 - Salesforce: a comprehensive data and analytical tool that allows for individual assignment and task sharing with connected offices.
 - ZoomGrants: a grant management platform that receives workplans, quarterly reports, and grant applications from grantees.

 - B. The following databases were purchased on or around the following times:
 - Salesforce was purchased and implemented in 2015 and no further upgrades to the system is currently being requested.
 - ZoomGrants was purchased prior to the Bowser Administration and can only be attested to its use since the beginning of the administration.

 - C. Noted below is the public's accessibility to the below platforms
 - Salesforce: This system is for internal tracking and has no public access.
 - ZoomGrants: This system is an internal system between MOCA offices and grantees, it does not have general public access.

 - D. Answered in 24C.
25. Please provide a list of all studies, research papers, reports, and analyses that MOCA and each subordinate office prepared or funded during FY 23 and FY 24, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

Answer: Not Applicable

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26. What is the size of MOCA’s and each subordinate office’s distribution list for communications – both to operators and to the broader public?

Answer: Below are examples of the distribution list for MOCA and the subordinate agencies with oversight in this Committee:

Agency	Social Media	Digital Newsletter
MOCA	8,448	133192
MOCC	3,727	262
MOLGBTQA	13,369	9500
MORA	2504	14000
MOVA	3689	70000

27. Please describe the availability of translation resources for all offices – are all written materials translated by default for certain offices? If so, which offices? Is there difficulty in turning around materials?

Answer: For translation resources, MOCA agencies serve as consultive agencies to Office of Human Rights (OHR) for language access. Translation services are provided to EOM upon request and outside vendor translations are quality controlled by MOCA agencies.

CONTRACTING AND PROCUREMENT

28. For FY 23 and FY 24, to date, please list any purchase card spending by MOCA and all subordinate offices, the employee making each expenditure, and the general purpose for each expenditure.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). As a result, the overall approved budget and agency spending are best reflected in submission to the Committee on Executive Administration and Labor.

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29. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by MOCA and each subordinate office during FY 23 and FY 24, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Answer: See below table of MOUs entered into by MOCA and each subordinate office During FY23 and FY24, to date.

Agency	MOU Partner	Entered Date	Termination	Attachment
MOLGBTQA	DHS	October 2022	September 2023	Attachment 29

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER
AND QUESTIONING AFFAIRS
FOR
FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA or Buyer Agency) and the Executive Office of the Mayor (EOM), Office of Community Affairs, Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs (MOLGBTQA or Seller Agency), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties.”

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); D.C. Official Code § 2-1384(b).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. DHS has two administrations, which includes the Economic Security Administration (ESA) and Family Services Administration (FSA). FSA is responsible for providing protection, intervention, and social services, including homeless services such as shelter and homelessness prevention, to meet the needs of vulnerable youth, adults, and families to help reduce risk and promote self-sufficiency.

The MOLGBTQA is a permanent, cabinet-level office within the Mayor’s Office of Community Affairs (MOCA), established by statute in 2006 to address the important concerns of the District’s Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) residents. The MOLGBTQA fulfills its mission by providing capacity building services, outreach services, education/ training programs, and technical assistance.

The LGBTQ Homeless Youth Reform Amendment Act of 2014, effective May 3, 2014 (D.C Law 20-100; D.C Official Code § 2-1381 *et seq.*) (the Act), authorizes the creation of a special fund entitled the LGBTQ Homeless Youth Training Grant Fund (Fund) to be administered by the MOLGBTQA for the purpose of providing grant awards to fund cultural competency training to service providers who serve LGBTQ homeless youth in

ATTACHMENT 29

the District. In addition to appropriated funds, the Act mandates that DHS shall transfer revenue received from other District agencies for the purposes of providing services to homeless LGBTQ youth to the Fund, which shall be administered by the MOLGBTQA. See D.C. Official Code § 2-1384(b).

The objective of this MOU is to provide the terms and conditions under which: (1) DHS/FSA shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by MOLGBTQA; (2) MOLGBTQA shall establish criteria for grants awarded from the fund pursuant to D.C. Official Code § 2-1384(c)(2) and that includes an evaluation of the soundness of the proposal, program goals and evaluation plan, organizational capacity, fiscal management, and community outreach; and (3) MOLGBTQA shall provide programmatic and fiscal oversight of grants awarded through the Fund.

IV. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

1. The Seller Agency shall both coordinate and administer grants to fund trainings on providing culturally competent service for LGBTQ homeless youth that result in the provision of relevant trainings to DHS funded organizations that offer homeless youth services throughout the District, and also fund grants that offer services for LGBTQ homeless youth that address the following FY 2023 funding priority areas aligned with Mayor Muriel Bowser's Administration's budget priorities:
 - a. Education
 - b. Jobs & Economic Development
 - c. Public Safety
 - d. Civic Engagement
 - e. Health & Wellness
 - f. Youth Engagement
 - g. Arts & Creative Economy
2. The coordination and administration of training and service grants by Seller Agency shall include the following responsibilities:

Training Grants

- a. Establish criteria for eligibility to receive training grant funds;
- b. Ensure selected training providers have a demonstrated ability and expertise in serving LGBTQ youth, and follow the best practices regarding

design and delivery of training content and evaluation of training effectiveness;

- c. In collaboration with DHS, identify and assist District homeless service providers offering services to LGBTQ youth to build or expand their capacity and expertise;
- d. Coordinate the oversight of the provision of training services;
- e. Hire appropriate staff with the requisite experience to administer grants, monitor selected grantees, and evaluate grant-related outcomes; and
- f. Provide reports to DHS on the status of trainings as detailed in Section XI.B. of this MOU that include, but are not limited to, the status of the training grants, general information on selected providers, the number of trainings that have been conducted, the number of participants per training, and other initiatives funded by this MOU that support the provision of culturally competent training and services to LGBTQ experiencing or at-risk of homelessness.

Service Grants

- a. Establish criteria for eligibility to receive service grant funds that align with the service priorities outlined in Section IV.A.1;
 - b. Ensure selected providers have a demonstrated ability and expertise in serving homeless LGBTQ youth and follow the best practices regarding service delivery;
 - c. Coordinate the oversight of grant-funded services;
 - d. Designate appropriate staff with the requisite experience to administer grants, monitor selected grantees, and evaluate grant-related outcomes; and
 - e. Provide reports to DHS on the status of trainings as detailed in Section XI.B. of this MOU that include, but are not limited to, the status of the service grants, information on selected providers, the types of services provided, number of youth served, and successes and challenges with the funded initiative.
3. The Seller Agency shall use funds to cover training and service grants in an amount not to exceed one hundred fifty-five thousand dollars (\$155,000.00), and to pay for Seller Agency's initiative supplies and materials in an amount not to exceed ten thousand dollars (\$10,000.00).

B. RESPONSIBILITIES OF BUYER AGENCY

1. The Buyer Agency shall transfer one hundred sixty-five thousand dollars (\$165,000.00) to the MOLGBTQA to establish and administer the Fund in accordance with the Act.
2. The Buyer Agency shall ensure funds are budgeted appropriately to fully fund this MOU.

A. DURATION OF THIS MOU

A. PERIOD

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

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) 12-month option period(s). Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least thirty (30) days prior to the expiration of the initial or extended term of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed one hundred sixty-five thousand dollars (\$165,000.00) for Fiscal Year 2023. The total cost of the goods and/or services is based on the Buyer and Seller's estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead.
2. In the event of termination of this MOU, payment to the MOLGBTQA shall be held in abeyance until all required fiscal reconciliations are completed, but not longer than September 30, 2023.

B. PAYMENT

1. The Buyer Agency shall create an Interagency Project and fund it through an award in the amount set forth in Section VIA of this MOU upon execution of this agreement. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Project, other than personnel costs documented in PeopleSoft, the Seller Agency shall attach documentation that supports the charge, including invoices as applicable.
4. The Seller Agency shall charge the MOLGBTQA an amount that shall not exceed one hundred sixty-five thousand dollars (\$165,000.00) in FY 23.

5. The MOLGBTQA shall maintain payment reconciliation records for all cost expended under this MOU.
6. Upon final completion of the services outlined in this MOU, expiration of the term of this MOU, cancellation, or termination of this MOU, any unspent, excess, or surplus funds, to include accounts receivable attributable to the use of the funds, shall revert to the Buyer Agency, DHS\FSA.
7. Any expenditure disallowed by DHS or federal government audit shall be subject to repayment by the MOLGBTQA.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

VII. AMENDMENTS

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

VIII. COMPLIANCE WITH LAW

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

IX. PROCUREMENT PRACTICES ACT AND OTHER RELEVANT AUTHORITY

- A.** If the District agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 *et seq.*) to procure the goods or services of the agent or third party.
- B.** The application for, acceptance, and use of grant funds specified under this MOU shall abide by the provision of the Planning Grant-making Authority Act of 2010, effective September 24, 2010 (D.C. Law 18-223; D.C. Code §1-328.02); Grant Administration Act of 2013, effective October 1, 2013 (D.C. Law 20-61; D.C.

Official Code §1-328.11 *et seq.*); Title 1, Chapter 50 of the District of Columbia Municipal Rules; and Mayor's Order 2011-170, effective October 5, 2011.

X. COMPLIANCE MONITORING

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

XI. RECORDS AND REPORTS

- A.** The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU (and upon the Director's request, make these documents available for inspection by duly authorized representatives of DHS/FSA and other officials as may be specified by the District at its sole discretion).
- B.** The Seller Agency shall make available to the Buyer a quarterly report that indicates the status of projects covered under this MOU. The report shall provide information including but not limited to the status of the training grants, information on selected providers, the number of trainings that have been conducted, and the number of participants per training.
- C.** The Seller Agency shall provide information to the Buyer Agency quarterly regarding the total advance received by the Seller Agency, the year-to-date expenditures booked to the project, the remaining balance of the advance, and a year-end projection of expenditures for the goods and services as set forth in this MOU.
- D.** Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XII. TERMINATION

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

Agency shall return any remaining advance of funds that exceeds the amounts due within thirty (30) days after the reconciliation or at the end of the fiscal year, whichever is earlier.

XIII. NOTICES

The following individuals are the contact points for each Party:

Buyer Agency

Sheila Strain Clark
Deputy Administrator
Family Services Administration
Department of Human Services
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Sheila.Clark@dc.gov
(202)503-0604

Seller Agency

Japer Bowles
Director
Mayor's Office of Lesbian, Gay, Bisexual,
Transgender, and Questioning Affairs
Executive Office of the Mayor
2000 14th Street, N.W., Suite 101
Washington, DC 20009
Japer.Bowles@dc.gov
(202) 442-5143

XIV. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to Sheila Clark, Deputy Administrator, Youth Service Division, Department of Human Services and Japer Bowles, Director, Mayor's Office of Community Affairs, Lesbian, Gay, Bisexual, Transgendered, and Questioning Affairs (LGBTQA) for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Director of DHS and the Director of the Mayor's Office for Community Affairs for resolution. In the event that the Parties cannot resolve a financial dispute, the matter shall be referred to the District Office of Financial Operations and System

XV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies. Information received by either Party associated with the performance of this MOU shall remain the property of DHS/FSA.



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

FOR THE DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger/Dca
Laura Green Zeilinger
Director

04/20/2023
Date

**FOR THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL,
TRANSGENDER AND QUESTIONING AFFAIRS**

Japer Bowles
Japer Bowles
Director

4/24/2023
Date

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30. Please list each contract, procurement, and lease entered into or extended by MOCA and each subordinate office during FY 23 and FY 24, to date. For each contract, please provide the following information where applicable:
- a. The name of the contracting party;
 - b. The nature of the contract, including the end product or service;
 - c. The dollar amount of the contract, including amount budgeted and amount actually spent;
 - d. The term of the contract;
 - e. Whether the contract was competitively bid;
 - f. The name of the office's contract monitor and the results of any monitoring activity; and
 - g. The funding source.

Answer: Not applicable.

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

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). The Office of General Counsel (OGC) leads on EOM's involvement in all legal matters. Any matters will be discussed in EOMs response to the Committee on Executive Administration and Labor.

LEGAL, LEGISLATIVE AND REGULATORY ACTIONS

32. For MOCA and each subordinate office, please list all settlements entered into by the office or by the District on behalf of the office in FY 23 or FY 24, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). The Office of General Counsel (OGC)

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leads on EOM's involvement in all legal matters. Any matters will be discussed in EOMs response to the Committee on Executive Administration and Labor.

However, there were no matters from MOCA and subordinate offices under this Committee's oversight in FY23 and to date in FY24.

33. For MOCA and all subordinate offices, please indicate whether the office is currently party to any active non-disclosure agreements. If so, please provide all allowable information on all such agreements, including the number of agreements and the department(s) within OHR associated with each agreement.

Answer: Not applicable

34. Please indicate whether MOCA and each subordinate office requires non-disclosure agreements for any employees or contractors.

Answer: Not applicable

35. Please list the administrative complaints or grievances that MOCA and each subordinate office received in FY 23 and FY 24, to date, broken down by source. Please describe any changes to the office policies or procedures that have resulted from complaints or grievances that were resolved in FY 23 or FY 24, to date.

Answer: Not applicable

36. Please provide the number of FOIA requests for FY 23, and FY 24, to date, that were submitted to MOCA and each subordinate office. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). The FOIA Officer is housed within the Office of General Counsel (OGC). Any matters will be discussed in EOMs response to the Committee on Executive Administration and Labor.

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However, there were no matters from MOCA and subordinate offices under this Committee's oversight in FY23 and to date in FY24.

37. For MOCA and all subordinate offices, please list and describe any ongoing investigations, audits, or reports on the office or any employee of the office that were completed during FY 23 and FY 24, to date.

Answer: Not applicable

38. Please describe in detail all efforts made by MOCA and each subordinate office to increase transparency in FY23.

Answer: Transparency and open government are priorities of the Bowser administration. Where possible, EOM and MOCA processes are made available to the public, including members of boards and commissions, results of grant making processes and invitations to MOCA events.

39. What efforts will MOCA and each subordinate office make in FY24 to increase transparency? Please explain.

Answer: MOCA and the subordinate offices will continue our ongoing process of transparency and open government.

OFFICE SPECIFIC QUESTIONS

OFFICE OF COMMUNITY AFFAIRS

40. Please describe the specific services and supports the Office's central staff provide to the subsidiary Offices within the Office of Community Affairs.
- The MOCA central office provides plays an overall coordination role for the constituency and cultural offices, including those which do not have oversight in this Committee. The MOCA front office provides strategic guidance for each office, ensures coordination across the cluster, assists in personnel decision and leads on communications and messaging.

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- A special events coordinator helps develop and coordinate large scale events and ensures that all logistics are worked out between partner agencies.
- The Grant manager oversees the grants processes to ensure compliance with District regulations and best practices.

41. Please specifically describe the Office's role in managing and supporting communications for its constituent offices.

Answer: MOCA's Public Information Officer (PIO) is responsible for all branding, flyers and communication for MOCA and their subordinate offices. The PIO disseminates messaging from senior leadership to all of the MOCA subordinate offices. Additionally, the PIO edits and approves the newsletters, and facilitates translation services for all MOCA subsidiary offices.

42. Please describe the role of the Office's central staff in assisting with grants management for the subsidiary Offices within the Office of Community Affairs.

Answer: The MOCA grants manager is responsible for compiling and interpreting the agencies' quarterly report and ensures that all reports are correctly tallied and supports the grants managers at the agencies with troubleshooting systems or services. The office's grant manager is responsible for preparing and publishing the annual grant report.

OFFICE OF VETERANS AFFAIRS

43. How many total veterans was the Office in communication with in FY 23 and FY 24, to date?

Answer: In FY23 MOVA had XXX veteran in office visits (walk ins and appointments). In FY24 MOVA had 116 veterans in office visits (walk ins and appointments) to date.

44. How many events were coordinated by the Office in FY 23 and FY 24, to date?

Answer: During FY22 and FY23, MOVA hosted monthly veteran roundtables, and hosted its third annual DC Women Veterans Day Social and Recognition Ceremony.

45. How many veterans did the Office specifically assist with federal VA claims and benefits in FY 23 and FY 24, to date?

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- During FY23, MOVA assisted and filed claims for over 200 DC residents, resulting in 106 awards, totaling \$899,733 in recurring federal monthly compensation, and \$124,703 in one-time retroactive payments.
- Thus far in FY 24 assisted and have filed claims for over 95 veterans, resulting in 14 awards, totaling \$30,685.03 in retroactive payments, and \$162,192.76 in one-time retroactive benefits.
- Ongoing, the Veteran's Service Officer is providing claim services to 284 Veterans as claim period is around from submission to decision.

46. How many veterans were able to obtain a driver's license under the Office's Pathways to Work Driver License Initiative in FY 23 and FY 24, to date?

- a. How many veterans had their debt settled through the initiative?
- b. What was the average amount of the debt reduction per veteran in the initiative who chose the settlement option?
- c. How many installment payment plans were established for veterans in the initiative?

47. How has the Office assisted veterans with finding suitable employment in FY 23 and FY 24, to date?

Answer: During FY23 and FY24 MOVA's VetsRide program assisted with employment as an available resource offered to veterans for transportation to and from employment opportunities.

48. What is the utilization of the VetsRide program in FY 23 and FY 24, to date? Please describe any recent changes to the program or enhancements to the Office's outreach to qualifying residents.

Answer: The table below is the breakdown of the VetsRide program. The recent changes to VetsRide included allow Veteran Seniors access regardless of income.

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49. Please list and describe all current partnerships that the Office has formed with federal and state governments, veterans service organizations, community groups, corporations, and other organizations to identify the needs of veterans, their dependents and survivors, and design and implement programs and services to meet these needs.

Answer:

The Federal Veterans Affairs and MOVA partnership supports DC Veterans by informing the office of the latest benefit updates and methods on how MOVA can further support the community. MOVA has close relationships with VA representatives and officials. VA representatives present at our Roundtables and deliver information directly to district Veterans. Lastly, the VA keeps MOVA updated with local events for district Veterans and their families.

Blue Star Families is a national non-profit organization which provides programs and services to veterans and their families. The NCR chapter and MOVA partner together to host monthly events for district veterans and their families.

The American Red Cross (AMR) is a non-profit organization that delivers resiliency courses among other services to veterans and their families. Beginning in February of 2024 MOVA will offer monthly resiliency courses facilitated by ARC.

50. Please describe any efforts undertaken by the Office in FY 23 and FY 24, to date, to improve the quality of the Office’s website.

Answer: MOVA works with OCTO to care for and maintain the site. Sites are standardized throughout the MOCA offices to ensure consistent branding and messaging.

OFFICE OF RELIGIOUS AFFAIRS

51. Has the Office hosted any activities or events in FY 23, or FY 24, to date? If so, please describe each of the activities or events hosted, including whether any are annual or recurring events.

Yes,

March 24, 2023: Faith-Based Community Preparedness Training (Annual)

MORA and DC Faith-based partners invite DC Faith leaders to participate in a training on behavioral threat management and assessment, a special briefing on potential crime trends and threats, and to receive information on the FEMA Nonprofit Security Grant Program (NSGP).

December 1, 2023: Warm Hands, Warm Hearts (Annual)

The Mayor's Office of Religious Affairs and the Mayor's Office on African American Affairs (MOAAA) will begin the season of giving. Residents can bring new and lightly used winter wear. All donations will go to Martha's table.

52. Please describe any Office of Religious Affairs achievements in FY 23, and FY 24, to date.

MORA has been able to successfully engage 200+ DC faith-based organizations and leaders. In addition, to connecting faith-leaders and organizations to the Interfaith Preparedness Advisory (IPAG) network to further ensure the safety of all DC faith-based organizations and leaders.

53. What are the top five concerns that religious institutions have expressed to the Office about managing their operations within the District in FY 23, and FY 24, to date?

Answer:

1. Security
2. Maintenance
3. Post-COVID Attendance
4. Parking
5. Finances

54. Please describe how the Office's partnerships with sister agencies have strengthened its operations in FY 23, and FY 24, to date

Interfaith Preparedness Advisory Group: Continuous collaboration with MPD and HSEMA to engage and empower houses of worship on preparedness, emergency management, and bias related incidents.

Mayor’s Interfaith Council: Check-ins to provide information and updates to Commissioners. In addition to working with MOTA to maintain an active roster of commissioners.

55. How does the Office work to ensure that District policies and programs are implemented equitably with regard to all religious communities?

Over the years, MORA has worked with District residents and our agency partners to ensure that District policies and programs are implemented equitably and consider the appropriate needs of all religious communities.

With the full knowledge that the Office of Human Rights informs us that with the full recognition of all faith communities, we are a city that prides itself on providing a fair shot to all residents. Over the past fiscal year and in future fiscal years, we will continue to work with agencies to make sure that equity is maintained.

OFFICE OF LGBTQ AFFAIRS

Regarding FY24 funding for First Responder Cultural Competency Training:

- Of the funding available, how much has been expended, how much has been committed, and how much is unspent?

We are on target for FY 24 spending for MOLGBTQA’s CC Training for Emergency Service Providers grant program, to date:

Grantee	Committed Amount	Expended Amount	Unspent Amount
Whitman Walker	\$15,000	\$5,000	\$10,000 (Q3)
LAYC	\$15,000	\$5,000	\$10,000 (Q3)

- Has this training been implemented for first responders? How many first responders have participated in this training in Fiscal Year 2024, to date?

MOLGBTQA is redeveloping and specializing the training for first responders. Thus, zero staff from Metropolitan Police Department, Fire and Emergency Services, Office of Unified Communication, and Homeland Security and Emergency Management Agency have received the training. However, they are on track to receive the training in Quarter 2.

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- Is the training mandatory for all first responders?
 - If not, how is the Office publicizing the availability of the training and prioritizing that outreach to certain first responders?

In partnership with the previously referenced emergency service provider (ESP) agency’s MOLGBGTQA has a goal of training more than 900 staff members. We will accomplish this by coordinating outreach efforts with the grantees and the ESP agencies to host bi-monthly training, starting in January 2024. These training courses accommodate 50 attendees maximum and are approximately 1.5 hours in length. ESP have determined which staff will be prioritized for this training, from top leadership and credible messengers to front line managers.

Please provide an update on the total number and distribution status of housing vouchers dedicated to the population the Office serves.

Total Housing Vouchers dedicated to LGBTQIA+ Community	90
Currently Housed	65
Pending Lease-up	2
Issued and Searching	6
Eligible, Pending Briefing	1
Pending Eligibility	16

Please provide a list of grants issued by the Office in FY 2023 and FY 2024, to date, including the grantee, award amount, and whether the grant in question has been given in multiple fiscal years.

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FY 2024 MOLGBTQA Grant Portfolio

Proposal #	Organization Name	Official Amount	Award per year	Single/Multiple	Re-awarded from FY23
445974	AsylumWorks	\$20,000.00		100% Single year	Yes
448371	Baltimore Safe Haven Corp	\$10,000.00		100% Single year	New
446328	Black Leaves Project	\$10,000.00		100% Single year	New
446725	Capital Pride Alliance	\$50,000.00		100% Single year	New
448318	CASA for Children of the District of Columbia	\$30,000.00		100% Single year	Yes
447472	Equality Chamber Foundation	\$20,000.00		100% Single year	Yes
447865	Equality Chamber of Commerce DC Metro Area	\$20,000.00		100% Single year	Yes
448391	Foster & Adoptive Parent Advocacy Center (FAPAC)	\$10,000.00		100% Single year	New
446021	Greater Washington Hispanic Chamber of Commerce Foundation	\$25,000.00		100% Single year	New
447827	Harm Reduction at Westminster DC	\$10,000.00		100% Single year	New
447881	Hepatitis B Initiative of Washington, D.C. Inc.	\$10,000.00		100% Single year	New
447690	Joseph's House	\$20,000.00		100% Single year	Yes
446199	Latin American Youth Center	\$20,000.00		100% Single year	Yes
446616	Mnsair Theater Company of DC	\$10,000.00		100% Single year	New
446895	Project Briggs, Inc.	\$10,000.00		100% Single year	New
448334	Sasha Bruce Youthwork, Inc.	\$25,000.00		100% Single year	Yes
447111	Seabury Resources for Aging	\$15,000.00		100% Single year	New
448273	Sexual Minority Youth Assistance League (SMYAL)	\$50,000.00		100% Single year	Yes
447284	The Dance Institute of Washington, Inc.	\$20,000.00		100% Single year	Yes
447237	The DC Center for the LGBT Community	\$45,000.00		100% Single year	Yes
448262	The Cleveland Foundation	\$10,000.00		100% Single year	New
448156	The Nicholson Project	\$10,000.00		100% Single year	New
446313	Total Family Care Coalition	\$10,000.00		100% Single year	Yes
447825	Unity Health Care, Inc.	\$10,000.00		100% Single year	New
446552	Us Helping Us, People Into Living, Inc.	\$35,000.00		100% Single year	Yes
447767	Washington Blade Foundation	\$50,000.00		100% Single year	Yes
446353	Washington Improvisational Theater Co	\$15,000.00		100% Single year	Yes
446068	Whitman-Walker Clinic d/b/a Whitman-Walker Health	\$20,000.00		100% Single year	Yes
448365	Young Playwrights' Theater, Inc.	\$20,000.00		100% Single year	Yes
449324	Baltimore Safe Haven Corp	\$25,000.00	25,000 per year	Two years	New
449800	Latin American Youth Center	\$40,000.00	30,000 per year DHS and 10,000	Two years	Yes
450062	Sasha Bruce Youthwork, Inc.	\$25,000.00	25,000 per year	Two years	New
450623	Sexual Minority Youth Assistance League (SMYAL)	\$25,000.00	25,000 per year	Two years	New
450619	Whitman-Walker Institute	\$35,000.00	20,000 per year DHS and 10,000	Two years	New
450834	Empowerment Legal Services	\$25,000.00	25,000 per year	Two years	New
449801	Latin American Youth Center	\$25,000.00	25,000 per year	Two years	New
450835	Sasha Bruce Youthwork, Inc.	\$25,000.00	25,000 per year	Two years	New
449342	Survivors and Advocates for Empowerment, Inc.	\$35,000.00	35,000 per year	Two years	New
449446	The DC Center for the LGBT Community	\$45,000.00	45,000 per year	Two years	New

FY23 2023 MOLGBTQA Grant Portfolio

Proposal #	Organization Name	Official Amount	Award per year	Single/Multiple Year Grant	Re-awarded from FY22
415509	AsylumWorks	\$ 16,000.00		100% Single year	Yes
414432	CASA for Children of the District of Columbia	\$ 30,000.00		100% Single year	New
415530	Defend Yourself	\$ 20,000.00		100% Single year	New
414528	Equality Chamber Foundation	\$ 45,000.00		100% Single year	New
415145	Equality Chamber of Commerce DC Metro Area	\$ 40,000.00		100% Single year	New
415449	Joseph's House	\$ 20,000.00		100% Single year	New
415554	Latin American Youth Center	\$ 20,000.00		100% Single year	Yes
414780	Rainbow History Project	\$ 15,000.00		100% Single year	New
415534	Sasha Bruce Youthwork, Inc.	\$ 20,000.00		100% Single year	New
415187	Sexual Minority Youth Assistance League (SMYAL)	\$ 35,000.00		100% Single year	New
415713	The Dance Institute of Washington, Inc.	\$ 15,000.00		100% Single year	New
414411	The DC Center for the LGBT Community	\$ 45,000.00		100% Single year	Yes
414159	The Ellington Fund	\$ 20,000.00		100% Single year	Yes
415665	Us Helping Us, People Into Living, Inc.	\$ 50,000.00		100% Single year	New
414382	Wanda Alston Foundation	\$ 45,000.00		100% Single year	New
415237	Washington Blade Foundation	\$ 15,000.00		100% Single year	New
414573	Washington Improvisational Theater Co	\$ 10,490.00		100% Single year	New
415270	Whitman-Walker Clinic d/b/a Whitman-Walker Health	\$ 45,000.00		100% Single year	New
415375	Young Playwrights' Theater, Inc.	\$ 15,000.00		100% Single year	Yes
361529	Latin American Youth Center	\$ 30,000.00	15000 per year	Two years	Yes
361321	Total Family Care Coalition	\$ 30,000.00	15000 per year	Two years	Yes
361910	Wanda Alston Foundation	\$ 15,000.00	7,500 per year	Two years	Yes
361364	Young Playwrights' Theater, Inc.	\$ 30,000.00	15000 per year	Two years	Yes
361228	Latin American Youth Center	\$ 25,000.00	12,500 per year	Two years	New
363221	Wanda Alston Foundation	\$ 40,000.00	20000 per year	Two years	Yes

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Please provide an update on the hiring and work of the Workforce Navigator FTE funded by the Committee in FY 2024.

MOLGBTQA has hired the Workforce Navigator who started on January 2, 2024.

Please provide an update on the utilization of the Committee's \$30,000 enhancement in FY 2024 for Cultural Competency Training.

MOLGBTQA enhanced the LGBTQIA+ Community Development grant program for FY24.

OFFICE OF THE CLEAN CITY

1. What is the mission of the Office? Has that changed over the course of the Office's history?
 - There is no change in the mission of the Mayor's Office of the Clean City (MOCC), which is to bridge the work of agencies and community partners to achieve a clean, safe, and healthy District of Columbia and a Green #FairShot for all Washingtonians.
 - The office serves as the central point of contact and goal champion within the Mayor's administration for preventing and reducing litter and trash pollution in the District of Columbia and pursue a process improvement and legislative agenda to strengthen existing laws, improve procedures, and municipal regulations and legislation proposed for supporting the Clean City Plan.

2. How does the Office understand its role within the larger efforts by the District to keep the city clean? In particular, does the Office collaborate with other agencies? Please describe the Office's coordination with the Department of Public Works, including:
 - a. Most frequent topics of interagency coordination;
 - b. Primary DPW points of contact, specifying division/program
 - c. Frequency and method of communication, including regular meetings and site visits
 - d. Any cluster-level (DMOI) meetings, task forces, or other convenings in which the Office and DPW are both represented
 - e. Sharing of distribution lists, collaboration on written/visual materials and communications strategy

Answer: The Mayor's Office of the Clean City coordinates with all government agencies that pertain to zero waste and sustainability.

Most frequent topics of interagency coordination;

- (1) Trash collection after community cleanup

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- (2) Ward Roll-Off Day
- (3) Adopt a Block

- a. Primary DPW points of contact, specifying division program

The MOCC Director and DPW Director are in frequent communication on major initiatives.

- b. Frequency and method of communication, including regular meetings and site visits

The Mayor's Office of the Clean City is in on-going communication with the Department of Public Works, via in-person meetings, phone calls and e-mails, as issues arise. As needed the MOCC and DPW have topic specific engagements to discuss big priority issues.

- c. Any cluster-level (DMOI) meetings, task forces, or other convenings in which the Office and DPW are both represented

The Mayor's Office of the Clean City attend meetings with DMOI pertaining to intergovernmental facing issues. The Mayor's Office of the Clean City attended meetings regarding leaf collection and snow operations.

- d. Sharing of distribution lists, collaboration on written/visual materials and communications strategy

The Mayor's Office of the Clean City recently worked with the Department of Public Works on leaf collections and distribution of door hangers. Data was shared during that initiative.

- 3. Areas where collaboration could be improved. How does the Office work with SWEEP inspectors to discern patterns or major issues that can inform litter control efforts?

MOCC has consistently worked with SWEEP to identify and address problem areas around the city and patterns concerning illegal dumping, litter, and community concerns.

- 4. Has the office assisted with DPW-serviced households with disabled residents to ensure that they are properly serviced, even if a resident cannot bring their cans to or from the collection point themselves?

Yes, On August 27, 2023, the Mayor's Office of the Clean City, MOCRS, DPW, DOEE and DACL held a senior roll-off day where we went to the homes of residents with disabilities and collected their bulk items, electronics and hazardous waste.

- 5. Please describe the Office's coordination with the Department of Health on rodent abatement, including:

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- a. Most frequent topics of interagency coordination;

The Mayor’s Office of the Clean City communicates with the Department of Health frequently on rodent abatement, hotspots and trends we are seeing and hearing around the city.

- b. Primary DOH points of contact, specifying division/program;

Gerard Brown – Program Manager of Rodent and Vector Division, Health Regulation and Licensing Administration (HRLA).

- c. Frequency and method of communication, including regular meetings and site visits;

The Mayor’s Office of the Clean City is in on-going communication with the rodent and vector division, via in-person meetings, site visits, phone calls and e-mails, as issues arise. The Department of Health also shares information on rodent prevention that we help distribute.

- d. Any cluster-level (DMOI) meetings, task forces, or other convenings in which the Office and DPW are both represented; and,

The Mayor’s Office of the Clean City attend meetings with DMOI pertaining to intergovernmental facing issues where DPW will also be in attendance. Since the Department of Health is in a different cluster, they do not attend the meetings.

- e. Sharing of distribution lists, collaboration on written/visual materials and communications strategy.

The Mayor’s Office of the Clean City worked with the Department of Health regarding a two-day rodent control academy where data was shared during that initiative. We also share information on our monthly newsletter provided by the Department of Health regarding rodent control prevention. On our website we also post information provided by the Department of Health regarding rodent prevention.

- 6. How many rodent prevention fliers were distributed in Fiscal Year 2023 and Fiscal Year 2024, to date? How many distributed were in Spanish?

Month (FY 2023)	Number of Rodent Prevention Fliers Distributed
October 2022	510
November 2022	185
December 2022	573
January 2023	280
February 2023	170

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March 2023	410
April 2023	360
May 2023	305
June 2023	314
July 2023	488
August 2023	355
September 2023	555
Total - FY 2023	4,505

Month (FY 2024, YTD)	Number of Rodent Prevention Fliers Distributed
October 2023	675
November 2023	646
December 2023	780
Total - FY 2024, YTD	2,101

DC Health’s Rodent and Vector Control Division has produced Spanish-language rodent prevention fliers and makes them available upon request. The Rodent and Vector Control Division has distributed these to the community and the number distributed is included in the tally in the response above.

- Does the Office assist residents in requesting repair or replacement for gnawed residential bins, or request it on a resident’s behalf?

The Mayor’s Office of the Clean City has received two requests regarding repair or replacement for gnawed residential bins. We then work with the Department of Public Works and the Mayor’s Office of Community Affairs and Relations to make sure the bins are repaired or replaced according to the service level agreement.

- What is the process for “rodent petitions”, as provided on the Office’s website?

Residents access a fillable “rodent petition” on DC Health’s website at the following [link](#). Once the form is completed it should be sent to DC Health’s Rodent and Vector Control Division rodent.control@dc.gov. DC Health will then process requests within 24 to 48 hours upon receipt for scheduling.

9. How many new Adopt a Block applications were received and approved in Fiscal Year 2023 and Fiscal Year 2024, to date?

112 Adopt a Block applications were received in FY23. 89 adopt-a-block applications were approved due to residents wanted to adopt-a-block in areas that are already adopted or streets that already have a clean team. In FY24 there is currently 20 adopt-a-block applications that have been submitted and approved.

10. What is the typical delivery time of an Adopt a Block sign once a sign is requested from DDOT?

The fabrication and installation of adopt-a-block signage by DDOT takes up to 180 days following the guidance of the service level agreement. DDOT is currently averaging 55 days from the date of MOCC's initial request to fabricate and install the signage.

11. How does MOCC monitor whether an Adopt a Block group is meeting the requirements of their agreement? How many times has the Office had to revoke an Adopt a Block group's status?

The Mayor's Office of the Clean City does quarterly checkups with adopt-a-block applicants to make sure they are meeting their two-year commitment. The only reason MOCC rejects an applicant if the entity wants to adopt-a-block that is already adopted, if they want to adopt-a-block in the boundaries of a Business Improvement District or Main Street that has a clean team or isn't a residential block. We prefer not to revoke applicants but work with the resident/organization to find a block they can adopt.

12. Please provide information on the proportion of Adopt a Block groups (over the life of the program or as far back as data exists) that can be classified as:

In FY23, out of the 89 approved applications, the distribution of Adopt a Block groups as follows:

- a. Neighbors - 17
- b. Individual Caring Resident - 18
- c. School - 6
- d. Religious Group - 2
- e. Nonprofit- 11
- f. Government Group - 0
- g. Business - 12
- h. BID- 0
- i. Civic Association - 4
- j. Other - Families – 14 & Fraternities/ Sororities – 5

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In terms of Adopt a Block groups, the highest proportions typically fall under the categories of neighbors, individual caring residents, and families. Following closely are businesses and non-profits. Schools and school groups, including Fraternities and Sororities, also contribute significantly. However, adoption rates are lower for religious groups and civic associations.

13. How frequently is the [GIS data for Adopt a Block](#) updated?

The GIS Data for Adopt a Block is updated weekly.

14. What trends has MOCC tracked from information submitted through the [Adopt a Block Cleanup App](#)? What are the most common types of trash reported in cleanups?

As per our Adopt a Block app data, adopters frequently report the top three types of litter collected as food containers/wrappers, plastic bottles, and cigarette butts.

15. What parks have an approved group under the Adopt a Park program?

The program is maintained by the Department of Park and Recreation, and they currently have 30 Friends group that help clean the park.

16. What streams have an approved group under the Adopt a Stream program? [Note: the [link](#) on MOCC's website for Adopt a Stream appears to be broken.]

The Adopt-a-Stream was implemented through the Trash Free Communities grant, which was on pause in FY23, due to staff capacity challenges and the end of the grant period. Our partnering agency at the Department of Energy and Environment also wanted to take some time to review the program and make refinements.

17. Regarding 311 requests for "Pet Waste Complaint":

- a. How many requests were received in Fiscal Year 2023 and Fiscal Year 2024, to date?

In FY23 we received notification of four individuals who were not picking up their pet waste. We also received some reoccurring complaints which we plan to address once we install more pet waste stations.

- b. How many were resolved within the 1 calendar day service resolution estimate?

Depending on if a photo or video is presented and a location is provided then the complaint can be resolved within 1 calendar day. Most of the time a resident will complain without providing the needed information.

- c. What is the resolution process for pet waste complaints received through 311?

When an individual puts in a 311 request regarding pet waste, OUC then forwards the complaint to the Mayor's Office of the Clean City. It is our job to follow up with the resident via phone or email to resolve the issue.

- d. The 311 request category indicates that "Locations will be tracked to schedule outreach and service blitzes to address sanitation and animal care." What is the process for this tracking and proactive service? How many locations is the Office currently monitoring that have been reported in this way?

The Mayor's Office of the Clean City once received the 311 request we then follow up with the individual who made the complaint and determine if it is a viable complaint to cite or if another resolution can be presented. We then track the service complaint until it is complete. Then we monitor a variety of locations to make sure it isn't a reoccurring issue.

18. According to MOCC's online materials, there are over a dozen locations that have had pet waste bag dispensers installed, "Thanks to a partnership with Humane Rescue Alliance and support from Mars Petcare":

- a. What is the nature of those partnerships?

The partnership was established by a grant the Humane Rescue Alliance received from Mars Petcare in coordination with our office to purchase twenty pet waste bins and install eighteen pet waste stations across all eight wards.

- b. How were these locations selected and when was each dispenser installed?

They were installed in 2017-2018 and the locations were selected by community feedback, stakeholders meeting, and pet waste complaints.

- c. Have any dispensers needed to be replaced?

Over the course of FY23, we have replaced one pet waste station at Maya Angelou Public Charter School and 5600 East Capitol Street NE. We haven't received an email regarding any other pet waste station.

- d. How frequently are the dispensers refilled?

We refill each dispenser when it becomes empty. It varies on location of how frequently we change them.