



COUNCIL OF THE DISTRICT OF COLUMBIA
OFFICE OF COUNCILMEMBER BROOKE PINTO
THE JOHN A. WILSON BUILDING
1350 PENNSYLVANIA AVENUE, N.W., SUITE 106
WASHINGTON, D.C. 20004

January 22, 2024
Natasha Dupee, Director
Mayor's Office on Women's Policy and Initiatives

Via Email

Dear Director Dupee:

Please find enclosed preliminary performance oversight questions from the Committee on the Judiciary and Public Safety ahead of the annual performance oversight hearings. **Please provide responses to these questions no later than February 7, 2024.** If you have any questions or concerns about these questions or your ability to meet this deadline, please contact Evan Marolf, Committee Director, at (202) 724-8073.

Thank you,

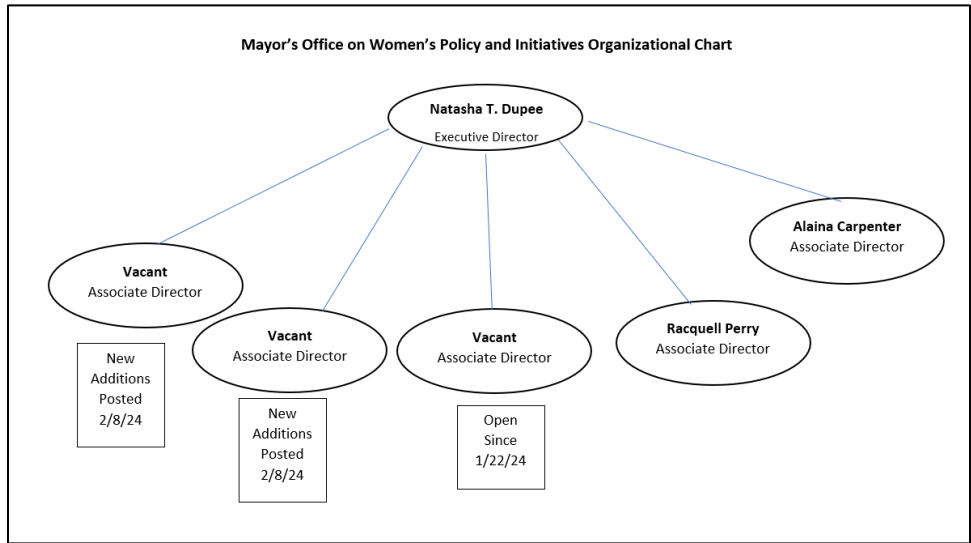
A handwritten signature in blue ink that reads "BE Pinto".

Brooke Pinto
Councilmember, Ward 2
Chairwoman, Committee on the Judiciary and Public Safety
Council of the District of Columbia

cc: Office of Policy and Legislative Affairs

ORGANIZATION AND OPERATIONS

1. Please provide the agency's mission statement.
 - **The mission of the Mayor's Office on Women's Policy and Initiatives (MOWPI) is to enhance the quality of life for all women and their families within the District of Columbia. MOWPI, working in conjunction with the DC Commission for Women, is in a unique position to serve as a liaison between the public and private sectors and the Executive Office of the Mayor.**
2. Please provide a complete, up-to-date organizational chart for the agency and each division within the agency, including the names and titles of all senior personnel. Please include an explanation of the roles and responsibilities for each division and subdivision within the agency.
 - Please include a list of the employees (name and title) for each subdivision and the number of vacant, frozen, and filled positions. For vacant positions, please indicate how long the position has been vacant.



- Please provide a narrative explanation of any major changes to the organizational chart made during the previous year.
 - Two additional positions have been added to MOWPI's organizational chart to support the implementation of D.C. Law 24-303—Elimination of Discrimination Against Women Amendment Act of 2022.**
3. Please list each new program implemented by the agency during FY 2023 and FY 2024, to date. For each initiative please provide:
 - A description of the initiative, including when began and when completed (or expected to be completed);
 - The funding required to implement the initiative;
 - Any documented results of the initiative.

- **Sister Circle at Luke C. Moore Opportunity Academy**
 - **During FY 24, MOWPI committed to expanding how we incorporate youth in all initiatives to impact DC women and girls. In our ongoing programmatic efforts with Planned Parenthood of Metropolitan Washington, DC, Inc. (PPMW) we expanded our Sister Circle mentoring efforts to include Luke C. Moore Opportunity Academy. From October 2023- April 2024, PPMW and MOWPI alternate weeks at the school to provide empowerment sessions and implement SIHLE (Sisters, Informing, Healing, Living, and Empowering), a multi-session Center for Disease Control Evidence Informed Intervention.**
 - **MOWPI works with ServeDC, the DC Commission for Women, and agency partners in addition to PPMW and the host school to support this initiative. MOWPI's partnerships and MOU's are contracts of the Executive Office of the Mayor. Our partnerships and actual expenditures are reflected in the global Budget of the Executive Office of the Mayor.**
 - **Survey data will be synthesized at the completion of the SIHLE initiative.**
 - **Women and the Environment: Post Summit Activation**
 - **This event continued conversations held during Mayor Bowser's sixth annual National Maternal and Infant Health Summit as it pertained to utilizing DC Health's Help Me Grow Hotline, 1-800-MOM-BABY, how policies can support women winning at work, and reimaging what is covered under health insurance. It was also a kick-off to our celebration of National Lead Prevention Week! We gathered at the Anacostia Community Museum to spotlight the role of women and the environment through a resource fair, panel discussion, and viewing of the To Live and Breathe exhibit.**
 - **The facility rental expenses for extended hours, security, access to technology, and catering totaling: The Department of Energy and the Environment covered \$1,652.50 and the Executive Office of the Mayor covered \$1,750.**
4. Please provide a complete, up-to-date position listing for your agency, ordered by program and activity, and including the following information for each position:
- Title of position;
 - Name of employee or statement that the position is vacant, unfunded, or proposed;
 - Date employee began in position;
 - Salary and fringe benefits (separately), including the specific grade, series, and step of position;
 - Job status (continuing/term/temporary/contract);
 - Whether the position must be filled to comply with federal or local law.

Please note the date that the information was collected.

Response:

[#4. MOWPI Schedule A.xlsx](#)

5. Please provide a list of all memoranda of understanding (“MOU”) entered into by your agency 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 (if applicable).
 - **MOWPI entered into memoranda of understanding with the following agencies beginning in the first week of August 2023 through September 30, 2023.**
 - Department of Behavioral Health
 - DC Health
 - DC Department of Healthcare Finance
 - Commission on the Arts & Humanities
 - Department of Employment Services Paid Family Leave
 - **MOWPI entered into memoranda of understanding with the following agency beginning in the first week of September 2022 through September 30, 2023.**
 - Department of Employment Services
6. Please provide a list of each collective bargaining agreement that is currently in effect for agency employees. **This does not apply to MOWPI.**
 - Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
 - Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.

Please note if the agency is currently in bargaining and its anticipated completion date.
7. Please provide the agency's FY 2023 Performance Accountability Report.
 - **For the Executive Office of the Mayor, PAR is tracked at the agency level, and not applicable to MOWPI individually.**

BUDGET AND FINANCE

8. Please provide a chart showing the agency's approved budget and actual spending, by division, for FY 2023 and FY 2024, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for each program and activity code.

J&PS Performance Oversight Questions (FY23-24)
Mayor's Office on Women's Policy and Initiatives

Response:

For EOM, budget is managed at the agency level. As a result, this question is addressed in EOM performance oversight at the Committee on Executive Administration and Labor.

9. Please list any reprogramming, in, out, or within, related to FY 2023 or FY 2024 funds. For each reprogramming, please list:
- a. The reprogramming number;
 - b. The total amount of the reprogramming and the funding source (i.e., local, federal, SPR);
 - c. The sending or receiving agency name, if applicable;
 - d. The original purposes for which the funds were dedicated;
 - e. The reprogrammed use of funds.

Response:

Not applicable

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY 2023 and FY 2024, to date, including:
- a. Buyer agency and Seller agency;
 - b. The program and activity codes and names in the sending and receiving agencies' budgets;
 - c. Funding source (i.e. local, federal, SPR);
 - d. Description of MOU services;
 - e. Total MOU amount, including any modifications;
 - f. The date funds were transferred to the receiving agency.

Response:

[#10. MOWPI Interagency FY23 DOC \(1\).xls](#)

11. Please provide a list of all MOUs in place during FY 2023 and FY 2024, to date, that are not listed in response to the question above.
12. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY 2023 and FY 2024, to date. For each account, please list the following:
- a. The revenue source name and code;
 - b. The source of funding;

J&PS Performance Oversight Questions (FY23-24)

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- c. A description of the program that generates the funds;
- d. The amount of funds generated by each source or program in FY 2023 and FY 2024, to date;
- e. Expenditures of funds, including the purpose of each expenditure, for FY 2023 and FY 2024, to date.

Response:

Not applicable

13. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:

- a. A description of each project, including any projects to replace aging infrastructure (e.g., water mains and pipes);
- b. The amount of capital funds available for each project;
- c. A status report on each project, including a timeframe for completion;
- d. Planned remaining spending on the project.

Response:

Not applicable

14. Please provide a complete accounting of all federal grants received for FY 2023 and FY 2024, to date, including the amount, the purpose for which the funds were granted, whether those purposes were achieved and, for FY 2023, the amount of any unspent funds that did not carry over.

Response:

Not applicable

15. Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended and option years exercised, by your agency during FY 2023 and FY 2024, 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 budgeted amount and actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid or not;

J&PS Performance Oversight Questions (FY23-24)
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- f. The name of the agency's contract monitor and the results of any monitoring activity;
- g. Funding source;
- h. Whether the contract is available to the public online.

Response:

Not applicable

16. Please provide the details of any surplus in the agency's budget for FY 2023, including:
- a. Total amount of the surplus;
 - b. All projects and/or initiatives that contributed to the surplus.

EOM budget is managed at the agency level. There were no surpluses in FY2023.

17. For FY 2023 and FY 2024 to date, please provide the number of contracts and procurements executed by your agency. Please indicate how many contracts and procurements were for an amount under \$250,000, how many were for an amount between \$250,000-\$999,999, and how many were for an amount over \$1 million.

EOM budget is managed at the agency level, a response to this question at the agency level will be provided to the Committee on Executive Administration and Labor.

LAWS, AUDITS, AND STUDIES

18. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY 2023 or FY 2024, to date.

- Response:**
- Not applicable

19. Please list any reports the agency is required by Council legislation to prepare and whether the agency has met these requirements.

- Are there any required regular reports that the agency believes are unduly burdensome and/or underutilized by the Council or the public? If so, please provide details on each such report and, to the extent feasible, an estimate of the budget and/or person-hours required to prepare each report.
- Response:**
- Not applicable

20. Please list all lawsuits filed in FY23 or FY24, to date that name the agency as a party, and provide the case name, court where claim was filed, case docket number, and a brief description of the case.

Response:

Not applicable

21. Please list all settlements entered by the agency or by the District on behalf of the agency in FY 2023 or FY 2024, to date, including any covered by D.C. Code § 2-402(a)(3), 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.).

Response:

Not applicable

22. Please list any administrative complaints or grievances that the agency received in FY 2023 and FY 2024, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY 2023 or FY 2024, to date, describe the resolution.

Response:

Not applicable

WORKPLACE ISSUES AND EQUITY

23. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 2023 and FY 2024, to date, and whether and how those allegations were resolved.

MOWPI follows the investigation guidelines outlined in Mayor's Order 2023-313 that obligate the appointment and training of an agency sexual harassment officer to review and investigate initial complaints of sexual harassment. Allegations of sexual harassment or misconduct by or against employees are to be reported to one sexual harassment officers within the Executive Office of the Mayor for investigation. MOWPI did not have any allegations in FY23 and FY24.

24. The District defines racial equity as "the elimination of racial disparities such that race no longer predicts opportunities, outcomes, or the distribution of resources for residents of the District, particularly for persons of color and Black residents." What are three areas, programs, or initiatives within your agency where you see the most opportunity to make progress toward racial equity?

When we orchestrate programs and partnerships, we seek to make progress towards race equity. At scale, opportunities exist with the Mayor's National

Maternal and Infant Health Summit, MOWPI's ObviouslyDC Ladies Night programming for business development, and in our Sister Circle programming. These efforts afford pathways for networking and mentoring to streamline information, outcomes, and connections to resources for groups who might not otherwise have access.

25. In FY23 and FY24, to date, what are two ways that your agency has addressed racial inequities internally or through the services you provide?

- **In 2023, we partnered with the BlackBone Project and BLACKGIRLSROCK! for Women's Equality Day at Sycamore and Oak for networking and resource sharing and championed the need for Black women, entrepreneurs' access to capital.**
- **Additionally, we facilitated two series of trainings:**
 - **Financially FitDC Women with the Department of Securities, Insurance, and Banking, and**
 - **WorkSmart Salary Negotiations with the American Association of University Women.**

AGENCY-SPECIFIC QUESTIONS

26. Please describe the most prevalent women's issues MOWPI identified during FY23 and FY24, to date, and how these issues were identified.

- **The most prevalent issues for DC women are outlined below. MOWPI identified these concerns from attending coalition meetings, meeting women across all eight wards, and from collecting feedback at our events. The last comment, about grant funding, has come from a variety of community members concerned with whether funding should be more targeted by age served, the organizations' focus on prevention, how they operate, or other factors.**
 - i. **Production Space, Land Zoned for Light Industrial Processing is needed for small business owners to scale.**
 - ii. **Housing and Maternal Health needs to be a priority—increase the number of supportive housing for expectant mothers, decrease the waiting period for acceptance.**
 - iii. **Public Safety—improve response times and accuracy with 311 and 911 requests; the pool of grantees for violence interruption needs to be reassessed for impact.**

27. Please provide a list of events MOWPI organized and attended, and the corresponding dates and number of attendees, during FY23 and FY24, to date. How did MOWPI publicize each event?

[MOWPI Event's Calendar FY 23- FY 24 \(2.12.24\) - Final1](#)

28. Please provide an update on MOWPI's efforts to reach the community engagement goals outlined in MOWPI's FY2020-2021 annual report.

- The fully staffed DC Commission on Women supports MOWPI initiatives, meets regularly, and has engaged presenters from organizations such as: Black Women Thriving East Of The River, Martha's Table, and the Restoring Ivy Collective.**

29. When does MOWPI expect to release the next annual report?

- Annual reports are issued in December of each year.**

30. Please list and describe any public and/or private partnerships to address women's issues in the District of Columbia that MOWPI established in FY23 and FY24, to date.

- Below, I have listed some of MOWPI partners to address women's issues. Many of these entities provide speakers for our Signature Programs or in-kind support documented through ServeDC.**
 - i. Whitman-Walker Health**
 - ii. Martha's Table**
 - iii. Excel Academy**
 - iv. Luke C. Moore Opportunity Academy**
 - v. George Washington University School of Law**
 - vi. Anacostia Business Improvement District**
 - vii. Starbucks**
 - viii. Running Start**
 - ix. Girls Inc. DC**
 - x. Congress Heights Training Center**
 - xi. Aetna**
 - xii. Sibley Johns Hopkins**
 - xiii. MedStar**
 - xiv. CareFirst**
 - xv. Carol's Daughter**
 - xvi. Carter Center**
 - xvii. AmeriGroup**
 - xviii. BLACKGIRLROCK!**

31. Please describe how MOWPI supports the Commission for Women and how the Office and the Commission work together.

- How has MOWPI supported the Commission's efforts to develop policy recommendations?
 - i. MOWPI has invited leaders of organizations with mission alignment to the Commission for Women to present at their public meetings. This includes Martha's Table, the Restoring Ivy Collective, and Black Women Thriving East of the River. This information sharing allows for the Commissioners to pose questions, partnership opportunities, and roadmaps to resource allocation. Additionally, MOWPI presents Mayor Bowser's priorities, ways to provide testimony on upcoming legislation, and insight on gaps in services across the city. We have supported the Commissioners in electing their executive committee and they are in the process of assuming committee assignments. Our goal is**

to build capacity among Commissioners. In addition to having information from lived experience and professional training, we curate Commission meetings as opportunities for additional learning from representatives of the public/non-profit sectors. With more comprehensive information, Commissioners are better equipped to assess gaps in service provision and opportunities for policy change.

- Has MOWPI submitted a gender analysis report to the Commission and the results of the analysis that included:
 - i. Data on gender disparities, including data on salaries, job titles, and promotional timelines, disaggregated by sex, race, ethnicity, age, familial status, marital status, sexual orientation, gender identity, immigration status, and disability
 - ii. An evaluation of gender equity in the agency's operations including its budget allocations, delivery of direct and indirect services, staff salaries and benefits, and employment practices
 - iii. A review of the agency's efforts to integrate the human rights principles identified in the CEDAW into its policies and practices.
 - 1. **This gender analysis report will be submitted to the Commission as soon as it is developed.**
- Please update the Committee on the policy ideas that were gathered during the Women's Policy Bootcamp
 - i. **The intention of the Women's Policy Bootcamp is an enrichment opportunity to increase attendees' capacity on how to engage in leadership, advocacy, and civic engagement. The policy landscape varied by presenter and included legislative and organizational bodies. There were three rounds of breakout sessions run by nine presenting organizations in addition to two plenary sessions. Bodily autonomy, access to comprehensive reproductive healthcare, environmental justice, education equity, mentors, and more topics were discussed throughout the day. The respective presenters shared their policy briefs with attendees or ran workshops on ways attendees could join their efforts to inspire change. The presenting organizations, speakers, and topics can be found [here](#).**
- How many of women who attend these bootcamps run for ANC or other elected positions?
 - i. **The latest Women's Policy Bootcamp occurred in March 2023—five months after the 2022 DC Board of Elections general election and three months into the first year of the ANC—January 2023-January 2025 term in office. At least three attendees had recently concluded races for elected office in the DC government; several attendees held elected positions on college campuses or with pageant organizations.**

32. Please describe MOWPI's working relationships with other District agencies.

- **In addition to the aforementioned memoranda of understanding shared with MOWPI, we have partnered with over two dozen agencies to attend, amplify, or consult with regarding community affairs.**

33. Please provide an update on MOWPI's efforts to work with the Mayor's Office of Community Affairs (MOCA) to ensure all MOWPI events are listed on MOCA's website.

- Consistent with all offices in EOM, MOWPI's website is curated and posted on the MOCA main page to ensure accurate evergreen information including staff contacts. MOWPI stays connected with the public through our persistently updated social media platforms. MOCA lists our events on a shared community calendar.**

34. Please provide an update on the status of MOWPI's efforts to use women's professional sports teams to expand additional programming in 2023

- **Signature Events have a service component or collaborative opportunity for middle and high school students to lead and we invite our professional women's sports organizations to partner with us. The Washington Mystics collaborated with us on a weekend full of events centering on maternal health, employment, and art. The Washington Spirit community engagement staff have ward specific outreach and in school programming for which we have collaborated to increase fitness, self-esteem, and attendance at Audi Field.**

35. Please provide an update on the status of MOWPI's implementation of the Elimination of Discrimination against Women Act.

- The Council included \$275,000 in the FY 24 budget to fund additional FTEs and training for this implementation. Has MOWPI hired employees to fill these positions?

The process for implementation is underway. Recruitment is underway for the FTE to assist in managing this effort. MOWPI has begun some preliminary research to develop program outcomes.