



## GOVERNMENT OF THE DISTRICT OF COLUMBIA

### OFFICE OF DISABILITY RIGHTS

#### Overall

#### Achievements and Priorities

##### **1. Identify the agency's overall mission statement.**

###### **Agency response**

The DC Office of Disability Rights' (ODR) mission is to ensure that the programs, services, benefits, activities, and facilities operated or funded by the District of Columbia are fully accessible to, and useable by, people with disabilities. ODR is committed to inclusion, community-based services, and self-determination for people with disabilities. ODR has been designated by the DC Council and Mayor to oversee the implementation of the City's obligations under the Americans with Disabilities Act (ADA) federal mandate, as well as other disability rights laws.

##### **2. Identify the agency's top achievements in FY 23 and FY 24, to date.**

###### **Agency Response**

- **Training:** Provided 37 training events to over 2,400 District employees, grantees, residents, and other community stakeholders on ADA compliance, disability rights, and cultural competency and sensitivity.
- **Complaints, Information, and Technical Assistance:** Effectively addressed, provided, and/or resolved 670 ADA-related complaint, information, and technical assistance requests brought forth by District employees, residents, visitors, and other community stakeholders.
- **Mayor's Annual Disability Expo:** October 2022, hosted and conducted Mayor Bowser's 15<sup>th</sup> Annual Disability Expo at the Martin Luther King, Jr. Memorial Public Library. Mayor Bowser emphasized the importance of employment opportunities and accessible government services for District residents with disabilities and their families. More than 50 District agencies and community exhibitors showcased their services, while over 200 residents and visitors participated.

In October 2023, at the request of the Department on Disability Services (DDS) to maximize the District's resources and expand its impacts, ODR collaborated with DDS to combine the Mayor's Disability Awareness Expo with the DDS' Tech Fest and named the event, The Mayor's Tech Fest Summit. The event received about 400 participants, including technology enthusiasts, communities with disabilities, advocates, and caretakers. Attendees had the chance to explore a diverse range of services available for people with disabilities and older adults, from support networks

to educational resources. Participants also had hands-on experience of cutting-edge technological advancements designed to significantly improve the lives and trajectory of individuals with disabilities.

- **District-wide ADA Compliance:** During Fiscal Years 2022 and 2023, engaged, trained, and worked with 86 District agencies and their ADA Coordinators to conduct programmatic and architectural evaluations to identify accessibility barriers and develop the agencies' individual ADA Compliance Plans annually. By the end of FY2023, 90% (77 / 86) of agencies participated in the self-evaluation assessments and provided their findings to ODR. During FY2024 and beyond, the agency will continue working with and assist agencies in developing and/or implementing their ADA Compliance Plans.

**3. Identify the agency's top five overall priorities. Explain how the agency expects to address these priorities in FY 24 and identify the metrics used to track success for each.**

**Agency Response**

**A. Olmstead Community Integration Plan:** In preparation for establishing a new District-wide Olmstead Community Integration Plan for calendar years (CY) 2025–2027, multiple activities and milestones will be conducted by the agency during CY2024. Metrics include:

1. Active participation and contributions to the 3-year Plan from District agencies responsible for providing integrated home and community-based services for District residents with disabilities who are at risk of being placed in or who are currently in institutionalized settings.
2. Active participation and contributions to the 3-year Plan from District residents with disabilities, family members, leaders, advocates, community organizations, and other stakeholders through multiple townhall meetings, feedback submissions via open comment periods, community events, and one-on-one interactions with community stakeholders.
3. Approved Plan reflecting the type of accessible home and community-based services needed for District residents with disabilities to lead independent, integrated lives of their choosing.

**B. District-wide ADA Compliance:** During FY2024, the agency will continue working with and assisting agencies to develop and/or implement their ADA Compliance Plans. Metric includes: Evidence of individual agencies making continuous improvements in removing accessible barriers identified in their ADA Compliance Plan.

**C. Accessible Voting:** In collaboration with the DC Board of Elections (DCBOE), the agency will conduct ADA architectural surveys on identified polling locations ahead of the District's 2024 Primary and General Elections. Metrics include:

1. Once identified, ODR Team will conduct surveys on individual polling location(s) within 1 to 3 business days.

2. ODR Team submits survey report(s) with ADA recommendations within 1 to 3 business days for remedial resolution to DCBOE.

**D. Agency Website Translation:** In support of the agency's racial equity initiatives and the growing need to effectively communicate with communities with limited English proficiency pursuant to the DC Language Access Act, ODR's website and its pages will present information on the ADA and disability rights in Spanish and Amharic. Metric includes: Translation of content in both languages will be presented publicly during FY2024 3<sup>rd</sup> quarter.

**E. Emergency Preparedness:** Serving as the Disability Subject Matter Expert, the agency is actively supporting the DC Homeland Security and Emergency Management Services Agency (HSEMA) in meeting the ADA requirements of the 2018 Emergency Preparedness Settlement brought forth by the United Spinal Association et. al. The District anticipates successfully vacating the Settlement during FY2024. Metrics include:

1. Active attendance and participation on HSEMA's Disability Community Advisory Group
2. Upon request, conduct ADA training events.
3. Survey identified emergency shelters and submit ADA recommendations to HSEMA and the Department of Human Services for remedial resolution.
4. Review, update, and incorporate ADA / accessibility-related strategies and features into emergency preparedness training documents.

4. ***Describe any new initiatives or programs that the agency implemented in FY 23 and FY 24, to date, to improve the operations of the agency. Describe any funding utilized for these initiatives or program and the results, or expected results, of each initiative.***

### **Agency Response**

In FY2023 and FY2024, to date, ODR did not establish any new initiatives or programs impacting the agency's operations.

5. ***Identify the agency's Strategic Objectives and Key Performance Indicators (KPIs). Explain why each KPI was selected and how it supports the overall mission of the agency.***
  - a. ***Include the outcomes for FY 23 and FY 24, to date for each KPI measure.***
  - b. ***Provide a narrative description of what actions the agency undertook to meet the key performance indicators or any reasons why such indicators were not met.***

### **Agency Response**

ODR's Strategic Objectives:

1. Be a model city of structural, programmatic, and social accessibility for people with disabilities.
2. Improve the responsiveness of government systems and employees to the needs of people with disabilities.

3. Increase employment of people with disabilities in DC government.
4. Expand opportunities for people with disabilities to live in integrated community settings.
5. Create and maintain a highly efficient, transparent, and responsive District government.

FY2023 Key Performance Indicators (KPIs) in support of the agency’s Strategic Objectives:

- A. Percent of Complaints, Information, Technical Assistance and Reasonable Accommodations (CITAs) requests addressed within 30 days of request.
- B. Percent of Sign Language Interpretation scheduled within four (4) days of the request.
- C. Percent of District-owned buildings assessments within 20 days of the request.
- D. Number of DC Employees, contractors, and grantees receiving ADA training.
- E. Percent of accessibility reports which are completed within 30 days of the request.
- F. Employment focused outreach events.
- G. Age Friendly: Number of participants in the ODR sponsored ADA Community Training on Housing.

These specific KPIs have been identified as targets because these indicators closely support and align with the agency’s 5 Strategic Objectives (listed above), while ensuring the programs, services, benefits, activities, and facilities operated or funded by the District of Columbia are accessible to, and useable by, people with disabilities.

The following is an update on the agency’s key performance indicators for FY2023 and quarter 1 of FY2024.

- A. Percent of Complaints, Information, Technical Assistance and Reasonable Accommodations (CITAs) requests addressed within 30 days of request.

Fiscal Year 2023 Target	Fiscal Year 2023 Outcome	KPI Met?
90%	98.7%	Met
Fiscal Year 2024 Target	Q1. of FY24	KPI Met?
90%	94%	On Target

- B. Percent of Sign Language Interpretation scheduled within four (4) days of the request.

As a result of transferring the District-wide American Sign Language Program to the Mayor’s Office of the Deaf, Deafblind, and Hard of Hearing, this KPI has been removed for FY2024.

Fiscal Year 2023 Target	Fiscal Year 2023 Outcome	KPI Met?
96%	95.1%	Nearly met

- C. Percent of District-owned buildings assessments within 20 days of the request.

Fiscal Year 2023 Target	Fiscal Year 2023 Outcome	KPI Met?
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90%	100%	Met
Fiscal Year 2024 Target	Fiscal Year 2024 Outcome	KPI Met?
90%	100%	On Track

D. Number of DC Employees, contractors, and grantees receiving ADA training.

Fiscal Year 2023 Target	Fiscal Year 2023 Outcome	KPI Met?
1,200	2,403	Met
Fiscal Year 2024 Target	Fiscal Year 2024 Outcome	KPI Met?
1,200	100	On Track

E. Percent of accessibility reports which are completed within 30 days of the request.

Fiscal Year 2023 Target	Fiscal Year 2023 Outcome	KPI Met?
90%	100%	Met
Fiscal Year 2024 Target	Fiscal Year 2024 Outcome	KPI Met?
90%	100%	On Track

F. Employment-focused outreach events.

Fiscal Year 2023 Target	Fiscal Year 2023 Outcome	KPI Met?
8	11	Met
Fiscal Year 2024 Target	Fiscal Year 2024 Outcome	KPI Met?
8	2	On Track

G. Age Friendly: Number of participants in the ODR sponsored ADA Community Training on Housing.

Fiscal Year 2023 Target	Fiscal Year 2022 Outcome	KPI Met?
100	711	Met
Fiscal Year 2024 Target	Fiscal Year 2024 Outcome	KPI Met?
100	0	On Track

To meet these KPIs, the agency has put in place internal procedures and conducted staff training and oversights. ODR also developed new partnerships with other agencies and non-government organizations to connect with more people for its trainings and outreach KPIs.

6. **List each policy initiative of the agency during FY 23 and FY 24, to date. For each initiative provide:**
  - a. **A detailed description of the program;**
  - b. **The name of the employee who is responsible for the program;**
  - c. **The total number of FTEs assigned to the program; and**
  - d. **The amount of funding budgeted to the program.**

### Agency Response

FY2023 Initiatives

1. Website competency:

- a. Description: This 2-year project will provide more inclusive documents and translation into Spanish and Amharic throughout the agency's government webpage.
- b. Project lead: Ngoc Trinh
- c. Total number of FTEs involved: 3 FTEs
- d. Budget: \$20,000

2. District-wide ADA Compliance - Year 2:

- a. Description: Have all District agencies complete an ADA Compliance Assessment packet. Completion of a 2-year project.
- b. Project lead: Ngoc Trinh
- c. Total member of FTE involved: 7 FTEs
- d. Budget: No NPS budget involved

3. VRI Training:

- a. Description: In partnership with the new Mayor's Office of the Deaf, Deafblind and Hard-of-Hearing we will increase citywide agency usage through training of the Video Remote Interpretation (VRI) services.
- b. Project lead: Ngoc Trinh
- c. Total number FTEs: 2 FTEs
- d. Budget: \$9,965.00

4. American Sign Language (ASL) Program:

- a. Description: Transferring of the Effective Communications (ASL) Program to the Mayor's Office of the Deaf, Deafblind and Hard-of-Hearing.
- b. Project lead: Shelley Carr-Brown
- c. Total number of FTEs: 1 FTE
- d. Budget: No NPS budget involved

FY2024 Initiatives

I. Website competency:

- a. Description: This 2-year project will provide more inclusive documents and translation into Spanish and Amharic throughout the agency's government webpage.
- b. Project lead: Ngoc Trinh
- c. Total number of FTEs involved: 3 FTEs
- d. Budget: \$3,000

2. Inter-Agency Partnering:

- a. Description: Collaborating with the Department in Disability Services to host the Mayor's Tech Fest and Disability Awareness Expo. This event aims to make the best use of ODR's limited resources to reach a broad

audience, raise awareness on disability rights, and share services for people with disabilities, while showcasing technological advancements that can significantly enhance the quality of life for individuals with disabilities and older adults.

- b. Project lead: Shelley Carr-Brown
- c. Number of FTEs: 3 FTEs in the planning process and all staff on the day of event.
- d. Budget: \$43,295

3. Community Engagement:

- a. Description: As part of the ODR's racial equity efforts, the agency will expand attendance at outreach events for hard to reach communities, including the African American community, African community, Asian American and Pacific Islander community, and Latino community, to let people know about ODR and our services.
- b. Project lead: Shelley Car-Brown
- c. Number of FTEs: 2 FTEs
- d. Budget: No NPS budget involved

**7. Did the agency meet the objectives set forth in its performance plan for FY 23? Provide a narrative description of what actions the agency undertook to meet the objectives or any reasons why such objectives were not met.**

**Agency Response**

During FY2023, the agency obtained all performance objectives, initiatives, and key performance indicators, except for one key performance indicator and one initiative:

*Unmet KPI:* Percent of Sign Language Interpretation scheduled within four (4) days of the request.

The target was 96%. Actual result was 95.1%.

Explanation:

- i. Once the District-wide American Sign Language (ASL) Program was transferred over to the Mayor's Office of the Deaf, Deafblind, and Hard of Hearing during the 1<sup>st</sup> quarter of FY2023, adequate funding was not in place to effectively administer the Program.
- ii. The administrative processes on behalf of District agencies for ASL services changed in FY2023. Under ODR's previous Memorandum of Understanding (MOU) processes, the agency was allowed to collect the funds from the agencies toward the end of the fiscal year. With the establishment of the new financial system, DIFS, there is an expectation that the funds are already identified and collected from the agencies before the ASL services are offered. This new expectation impacted the efficiency and timing for the ASL arrangements.
- iii. The lack of availability and unwillingness from ASL interpreters to provide the services also impacted the KPI's outcome. Whereas the District Government requires ASL interpreters to work through established

vendors to receive assignments, most of the ASL interpreters work independently for themselves and accept assignments with the Federal Government and private companies.

*Unmet initiative:* District-wide ADA Compliance - Year 2:  
Have all District agencies complete an ADA Compliance Assessment packet.

Explanation:

During Fiscal Years 2022 and 2023, ODR engaged, trained, and worked with 86 District agencies and their ADA Coordinators to conduct programmatic and architectural evaluations to identify accessibility barriers and develop the agencies' individual ADA Compliance Plans. By the end of FY2023, 90% (77 / 86) of agencies participated in the self-evaluation assessments and provided their findings to ODR. During FY2024 and beyond, the agency will continue working with and assist agencies in developing and/or implementing their ADA Compliance Plans.

## Organization and Staffing

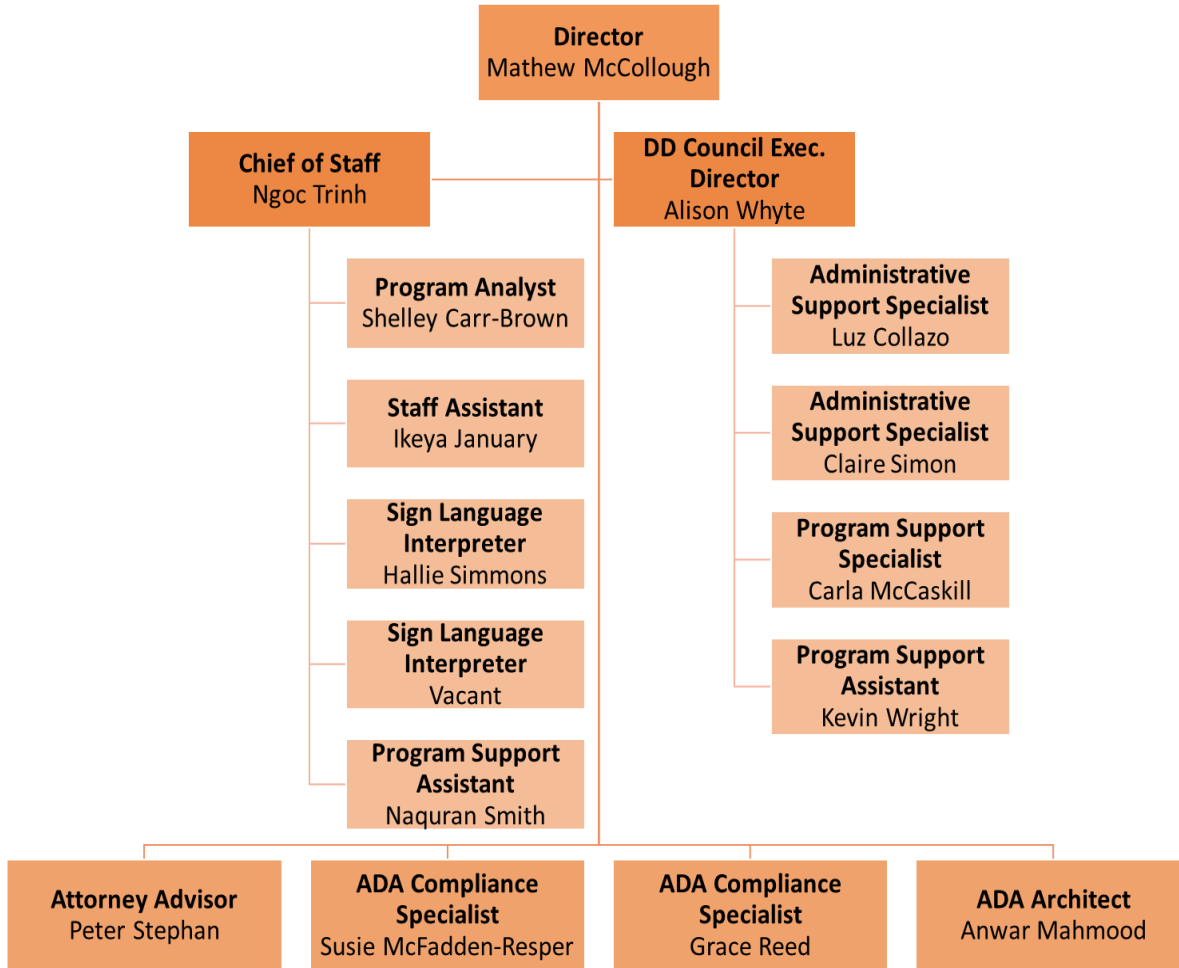
8. ***Provide a current organizational chart for the agency, including the number of vacant and filled positions in each division or subdivision. Include the names and titles of all personnel and note the date that the information was collected on the chart.***
  - a. ***Include an explanation of the roles and responsibilities for each division and subdivision.***
  - b. ***Provide a narrative explanation of any organizational changes made during the previous year.***

**Agency Response (next page)**



**Office of Disability Rights Org Chart**

Updated on 1/16/2024



ODR is not formally divided into departments; however, the Developmental Disabilities Council (DDC) operates under the purview of the agency. The DDC is a Mayoral-appointed body established in accordance with the mandates of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402 (42 USC 15001), dated October 30, 2000.

The DD Council is entirely funded by the United States Department of Health and Human Services, Administration for Community Living (ACL), and is charged with identifying and addressing the most pressing needs of people with developmental disabilities in the District of Columbia. Deliverables, initiatives, and outcomes are identified in the DDC’s Five Year State Plan (2017–2021) and approved by ACL. ODR serves as the Designated State Agency for the DDC.

In FY2023, no organizational changes took place, and will remain in place during FY2024.

9. **How many vacancies were posted during FY 23 and FY 24, to date? Identify each position, how long the position was vacant, what steps have been taken to fill the position, whether the agency plans to fill the position, and whether the position has been filled.**

**Agency Response**

ODR posted 6 vacancies in FY2023 and FY2024, to date.

STATUS	POSITION	Vacancy length
Filled	Chief of Staff (MS14)	7 months
Filled	Attorney Advisor (Legal 13)	6 months
Filled	Public Affairs Specialist	2 months
Filled	Sign Language Interpreter (CS12)	3.5 months
Vacant	Sign Language Interpreter (CS12)	2 months
Vacant	ADA Compliance Specialist	4 months
Developmental Disabilities Council (DD Council) - Federally Funded		
Filled	Administrative Support Specialist (CS12 – term)	1.5 months

ODR utilizes DCHR’s website and LinkedIn, as well as ODR’s newsletters and social media to promote the job postings. The agency also tapped in the network of the Mayor's Office on Deaf, Deafblind, and Hard of Hearing (MODDHH).

ODR is not recruiting for the ADA Compliance Specialist position. The hiring for this position is currently on hold to meet the MARC request in FY2025. As soon as the budget allows, the agency will initiate the hiring process.

10. **Provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. 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. Indicate if any position must be filled to comply with federal or local law.**

**Agency Response**

Please see attachment.

11. **List all employees detailed to or from the agency, if any. Provide the reason for the detail, the detailed employee’s date of detail, and the detailed employee’s projected date of return.**

**Agency Response**

ODR’s Program Analyst Shelley Carr-Brown was detailed to the Mayor's Office on Deaf, Deafblind, and Hard of Hearing (MODDHH) from November 27, 2022, to August 4, 2023. During the detail, Ms. Carr-Brown trained all MODDHH staff on the District-wide American Sign Language Program, now known as the Effective Communication

Program, on key functions and activities, including creating the request in the Quickbase System, invoicing, and communications between the vendor and agency. Ms. Carr-Brown also trained the staff on how to complete invoices and requisitions in PASS.

No employees from other agencies were detailed to ODR.

Contracting and Procurement

- 12. List each contract, procurement, lease, and grant (“contract”) awarded or entered into by the agency during FY 23 and FY 24, to date. For each contract, 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;**
  - f. The name of the agency’s contract monitor and the results of any monitoring activity; and**
  - g. Funding source.**

**Agency Response**

<b>No.</b>	<b>Vendor Name</b>	<b>Services Provided</b>	<b>Amount</b>	<b>Term</b>	<b>Competitive Bid (Yes/No)</b>	<b>Contract Monitor</b>	<b>Funding Source</b>
1	A Better Choice	Staffing for a Disability Community Health Worker	Ordered and invoiced: \$24,750	FY23	Yes	Alison Whyte	Federal – DD Council
2	Andean Consulting Solutions (ACSI)	Interpretation and translation	Ordered: \$10,000 Invoiced: \$9,411.60	FY23	No	Alison Whyte	Federal – DD Council
3	Compass Group USA, Inc. (Gallaudet University Kellogg Conference Center)	Space rental and catering for annual orientation, training, and work planning for DD Councilmembers	Ordered and invoiced: \$7,693.25	FY23	No	Alison Whyte	Federal – DD Council
4	Compass Group USA, Inc. (Occasions Catering)	Catering for the 2022 Employment First Summit	Ordered: \$17,000 Invoiced: \$16,215	FY23	No	Alison Whyte	Federal – DD Council
5	DC Central Kitchen	Catering for the 2022	Ordered: \$8,500	FY23	No	Alison	Federal –

No.	Vendor Name	Services Provided	Amount	Term	Competitive Bid (Yes/No)	Contract Monitor	Funding Source
		Employment First Summit	Invoiced: \$7,652.50			Whyte	DD Council
6	DC Social Hikes	Competitive grant project: Social Hikes for Inclusion	Ordered and invoiced: \$10,000	FY23	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council
7	Ethiopian and Eritrean Special Needs Community	Parent Cafes in Amharic	Ordered and invoiced: \$9,960	FY23	No	Alison Whyte	Federal – DD Council
8	Massachusetts Developmental Disabilities Council	DD Suite grant software – use and technical assistance	Ordered and invoiced: \$2,750	FY23	No	Alison Whyte	Federal – DD Council
9	National Association of Councils on Developmental Disabilities	Technical assistance and Council support	Ordered and invoiced: \$4,471	FY23	No	Alison Whyte	Federal – DD Council
10	Olive Tree Media, Inc.	Audio/Visual support for 2022 Employment First Summit	Ordered: \$39,200 Invoiced: \$39,000	FY23	No	Alison Whyte	Federal – DD Council
11	Quality Trust for Individuals with Disabilities	Competitive grant project: Family Ties of DC	Ordered and invoiced: \$20,000	FY23	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council
12	RCM of Washington	Competitive grant project: My Body, My Choice	Ordered and invoiced: \$2,250	FY23	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council
13	RCM of Washington	Competitive grant project: Next Chapter Book Club	Ordered and invoiced: \$1,050	FY23	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council

No.	Vendor Name	Services Provided	Amount	Term	Competitive Bid (Yes/No)	Contract Monitor	Funding Source
14	School Talk DC	Competitive grant project: Lives Apart Oral Histories	Ordered and invoiced: \$19,248.53	FY23	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council
15	Seaberry Design and Communication	Support for launching a public awareness campaign about disability inclusion	Ordered and invoiced: \$10,000	FY23	No	Alison Whyte	Federal – DD Council
16	Special Olympics DC	Competitive grant project: Family Engagement and Athlete Leadership	Ordered and invoiced: \$20,000	FY23	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council
17	Xerox Corporation	Multifunction copier/printer lease	Ordered: \$4,116.36 Invoiced: \$3,608.33	FY23	No	Alison Whyte	Federal – DD Council
18	ACSI Enterprises	Website translation – Amharic	Ordered and invoiced: \$10,000	FY23	No	Ngoc Trinh	Local - ODR
19	Andean Consulting Solutions (ACSI)	Website translation – Spanish	Ordered and invoiced: \$10,000	FY23	No	Ngoc Trinh	Local - ODR
20	Context Global	Sign language and CART services	Ordered: \$10,000 Invoiced: \$9,930	FY23	Yes	Shelley Carr Brown	Local - ODR
21	Context Global	Sign language and CART services	Ordered: \$99,000 Invoiced: \$98,892.75	FY23	Yes	Shelley Carr Brown	Local - ODR
22	Eighty2Degrees	Design for Community Living booklet and resource guide	Ordered and invoiced: \$9,600	FY23	No	Ngoc Trinh	Local - ODR
23	Outfront Media,	Capital Bikeshare ads	Ordered and	FY23	No (sole	Ngoc	Local -

No.	Vendor Name	Services Provided	Amount	Term	Competitive Bid (Yes/No)	Contract Monitor	Funding Source
	Inc.		invoiced: \$9,995		source)	Trinh	ODR
24	Pendragwn Productions	Produce VRI training video	Ordered and invoiced: \$9,965	FY23	No	Ngoc Trinh	Local - ODR
25	Washington Convention Center	Venue for 2023 Tech Summit	Ordered and invoiced: \$12,466.50	FY23	No (sole source)	Ngoc Trinh	Local - ODR
26	Andean Consulting Solutions (ACSI)	CART services	Ordered: \$1,000 Invoiced: \$400	FY24	No	Alison Whyte	Federal – DD Council
27	Andean Consulting Solutions (ACSI)	Interpretation and translation services	Ordered: \$9,000 Invoiced: \$935.70	FY24	No	Alison Whyte	Federal – DD Council
28	Communication First	Competitive grant project: See Us, Hear Us	Ordered and invoiced: \$10,000	FY24	No (OCP approval not required for grants)	Luz Collazo	Federal – DD Council
29	Compass Group USA, Inc. (Occasions Catering)	Catering for the 2023 Employment First Summit	Ordered and invoiced: \$17,750	FY24	No	Alison Whyte	Federal – DD Council
30	Gallaudet University Kellogg Conference Center	Space rental and catering for annual orientation, training, and work planning for DD Councilmembers	Ordered: \$8,970.60 Invoiced: \$0	FY24	No	Alison Whyte	Federal – DD Council
31	National Association of Councils on Developmental Disabilities	Technical assistance and Council support	Ordered and invoiced: \$4,471	FY24	No	Alison Whyte	Federal – DD Council
32	Seaberry Design and Communication	Video coverage of 2023 Employment First Summit	Ordered and invoiced: \$3,550	FY24	No	Alison Whyte	Federal – DD Council
33	Xerox Corporation	Multifunction	Ordered:	FY24	No	Alison	Federal –

No.	Vendor Name	Services Provided	Amount	Term	Competitive Bid (Yes/No)	Contract Monitor	Funding Source
		copier/printer lease	\$4056.36 Invoiced: \$0			Whyte	DD Council



**13. Provide the following information for all contract modifications made in FY 23 and FY 24, to date:**

- a. Name of the vendor;**
- b. Purpose of the contract;**
- c. Modification term;**
- d. Modification cost, including budgeted amount and actual spent;**
- e. Narrative explanation of the reason for the modification; and**
- f. Funding source.**

**Agency Response**

<b>No</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Modification Term</b>	<b>Modification Cost</b>	<b>Reason for Modification</b>	<b>Funding Source</b>
1	Compass Group USA, Inc. (Occasions Catering)	Catering for the 2022 Employment First Summit	FY23	Initial PO: \$15,990  PO increased by \$1,010 for a total amount ordered of \$17,000.  Total invoiced: \$16,215	PO increased for unforeseen labor costs due to a last-minute change of adding 30 minutes to the Employment First Summit Awards Lunch.	Federal – DD Council
2	Context Global	Sign language and CART services	FY23	Initial PO: \$60,000  PO increased by \$34,000 and then an additional \$5,000 for a total amount ordered of \$99,000.  Total invoiced: \$98,892.75	Modifications were made to support the transition of the Effective Communication Program from ODR to MODDBHH prior to MODDBHH receiving its budget. The first PO edit was to add the correct fund code for contingency funds and to add additional funds to meet the number of requests. The final edit was to update the funding codes from contingency to local funds.	Local - ODR
3	Xerox Corporation	Multifunction copier/printer lease	FY23	Initial PO: \$4,056.36  PO increased by \$60 for a total amount ordered of	Vendor sent the wrong quote.	Federal – DD Council

No	Vendor	Purpose	Modification Term	Modification Cost	Reason for Modification	Funding Source
				\$4,116.36. Total invoiced: \$3,608.33		

**14. Provide a list of any contractors or consultants performing work within our agency, including job description, salary, and length of contract and city of residence.**

**Agency Response**

In FY2023, ODR obtained one contractor. The contractor was under the purview and supervision of the Developmental Disabilities Council (DD Council), and the position was funded through the DD Council's federal grant.

<b>Vendor (staffing agency)</b>	<b>Name of Contractor</b>	<b>Job Description</b>	<b>Salary</b>	<b>Length</b>	<b>Residence</b>
A Better Choice, Francine Muhammad	Xavier Peeples	Develop and disseminate accessible, plain language resources about public health issues with people with disabilities and their families from multiple diverse backgrounds as part of the DD Council's federally funded efforts to promote accurate and accessible information about COVID-19 and vaccines.	\$24,750 (\$55/hour, 450 hours)	14 weeks	Washington, DC

**15. For FY 2023 and FY 2024, to date, provide the number of contracts and procurements executed by the agency. 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.**

**Agency Response**

In FY2023 and FY2024, to date, there were 33 contracts executed by ODR and the Developmental Disabilities Council. All contracts were under \$250,000.

**16. Provide the typical timeframe from the beginning of the solicitation process to contract execution for:**

- a. Contracts and procurements under \$250,000;**
- b. Contracts and procurements between \$250,000-\$999,999; and**
- c. Contracts and procurements over \$1 million.**

**Agency Response**

All ODR contracts were under \$250,000. The timeframe from the beginning of the solicitation process to contract execution ranged from 5 business days to 50 business days. Excluding grants, which do not require approval through OCP, the average number of business days from the creation of a requisition to the approval of a purchase order was 12.

**17. In cases where you have been dissatisfied with the procurement process, what have been the major issues?**

**Agency Response**

No major issues occurred with the procurement process in FY2023 and FY2024, to date.

**18. What changes to contracting and procurement policies, practices, or systems would help the agency deliver more reliable, cost-effective, and timely services?**

**Agency Response**

The agency does not have any recommendations at this time.

Racial Equity

**19. 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 the agency that have the most opportunity to make progress toward racial equity?**

**Agency Response**

**I. Creating a Meaningful and Robust Olmstead Community Integration Plan**

ODR is responsible for ensuring the District creates and implements a District-wide Olmstead Community Integration Plan (Olmstead Plan) that supports DC residents with disabilities to live fully integrated lives in the community. A well-crafted Olmstead Plan ensures that residents with disabilities, regardless of their racial or ethnic background, have equal access to community-based services and supports. This is crucial in breaking down barriers that might disproportionately affect certain racial groups, ensuring everyone can benefit from the services outlined in the plan. Racial disparities often exist in the rates of institutionalization for individuals with disabilities, and the Olmstead Plan works to reduce these disparities by promoting alternatives to institutional care and advocating for community-based options. By incorporating cultural competence and sensitivity, the Olmstead Plan can better address the unique needs and challenges faced by individuals from different racial backgrounds.

**II. Expanding ODR’s Community Engagement and Outreach**

As part of the ODR’s racial equity efforts, the agency will expand its outreach efforts to a more diverse group of communities, including the African American community, traditional African Immigrant community, Asian American and Pacific Islander community, and Latino community to let people know of ODR and our services. One crucial step towards racial equity is ensuring that DC’s large population of immigrants experiencing language barriers have equal access to information on the Americans with Disabilities Act and disability rights in general. ODR will translate its website into Spanish and Amharic, as well as translating its brochure to Spanish, Amharic, Chinese and Vietnamese, providing these communities with essential resources and information. Additionally, ODR’s participation in the annual Latinx Conference on Disabilities, where information and support are offered in Spanish, further contributes to bridging informational gaps for DC residents with disabilities and their families.

### **III. Employment First Leadership Workgroup and State as a Model Employer Initiative**

Recognizing significant racial disparities in employment-to-population ratios among people with disabilities, ODR's involvement in the Employment First Leadership work group is instrumental. This collaborative effort of 20 DC government agencies aims to improve systems, programs, and initiatives to create meaningful career opportunities for residents with disabilities. The State as a Model Employer Initiative will specifically address racial disparities in employment outcomes and holds promise in reducing these gaps and advancing us toward racial equity.

#### **20. In the past year, what are two ways the agency has addressed racial inequities internally or through the services you provide?**

##### **Agency Response**

In the past year, ODR has intentionally participated in more community engagement events where communities of color are more visible and vibrant. ODR participated in resource fairs, speaking engagements, presentations, and trainings involving under-reached and underserved communities, including Chinese older adults, the Latinx community, and Ward 8 residents.

Additionally, ODR's role as the Designated State Agency for the DC Developmental Disabilities Council contributes to the District's racial equity efforts. In the past year, DD Council staff participated in the Advancing Racial Equity Training in preparation for launching a Racial Equity Committee in the DD Council. This Committee will engage in an assessment of DD Council policies and practices and create a plan to make changes that will further racial equity. This process will inform opportunities for ODR to engage in a racial equity assessment.

#### **21. Consider one area where the agency collects race information. How does the agency use this data to inform decision-making?**

##### **Agency Response**

ODR does not specifically collect data on race. However, ODR has noted significant racial disparities in employment outcomes from data reported by the [U.S. Department of Labor, Office of Disability Employment Policy](#), and used this as the driving force behind joining the District's Employment First Leadership Work Group and State as a Model Employer Initiative.

The Developmental Disabilities Council, an independent entity within ODR, collects data on race, as required by its federal funder. The DD Council reports this data annually in its Program Performance Report, and uses it to inform work plans and measure success. For example, in 2019, the DD Council co-sponsored the first annual Latinx Conference on Disabilities. Since then, the DD Council has seen increased engagement with Hispanic/Latinx DC residents by 600%.

#### **22. How are communities of color engaged or consulted when the agency considers changes to programs or services? Provide one specific example from the past year.**

##### **Agency Response**

ODR consciously works to involve people of color in important planning work for the agency. Seventy seven percent (77%) of DD Council are people of color, and 58% of the members serving the Commission on Persons with Disabilities are people of color. Members receive monthly updates on ODR's work and provide their feedback. ODR incorporates their recommendations in the planning of the agency's work.

The process of creating a meaningful Olmstead Community Integration Plan is another example of consulting communities of color. It involves inclusive and equitable decision-making. In the coming year, ODR will actively seek input from individuals with disabilities from various racial and ethnic backgrounds, as well as considering the input of advocacy groups that represent these communities. Involving diverse voices in the planning process contributes to a more comprehensive plan that will lead to more equitable outcomes.

In the past year, ODR created [training videos](#) focusing on reasonable accommodations under the Americans with Disabilities Act and, in casting for these videos, ensured that people of color were prominently represented. Representation empowers individuals and communities, signaling that their voices matter and are integral to the decision-making process. Feeling included and heard promotes a sense of belonging and ownership, leading to more active participation in civic engagement and public processes.

## Sexual Harassment

- 23. 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.**

### Agency Response

On October 31, Mayor Bowser issued Mayor's Order 2023-131 to update the District Government's sexual harassment policies and procedures. ODR follows the Mayor's Order as well as DCHR's guidelines and procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. There were no allegations received by the agency in FY 2023 and FY2024, to date.

- 24. Has the agency identified a primary and alternate sexual harassment officer ("SHO") as required by Mayor's Order 2023-131 ("Sexual Harassment Order")? If no, why not? If so, provide the names of the primary and alternate SHOs.**

### Agency Response

ODR's current primary SHO is Ngoc Trinh, Chief of Staff, and Alternate SHO is Alyson White, Developmental Disabilities Council Executive Director.

- 25. Has the agency received any requests from staff in an otherwise prohibited dating, romantic, or sexual relationship for a waiver of provisions of the Sexual Harassment**

***Order? What was the resolution of each request? If a waiver has been granted, are there limitations on the scope of the waiver?***

**Agency Response**

ODR did not receive any requests from staff in an otherwise prohibited dating, romantic, or sexual relationship for a waiver of provisions of the Sexual Harassment Order.

Other Administrative Matters

***26. Explain any significant impacts on the agency, if any, of legislation passed at the federal or local level during FY 23 and FY 24, to date.***

**Agency Response**

There are no significant impacts on ODR related to federal or local legislation.

***27. Provide the number of FOIA requests received for FY 23, and FY 24, to date. Include the number granted, partially granted, denied, and pending. In addition, provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.***

**Agency Response**

ODR did not receive any FOIA requests for FY2023 and FY2024, to date.

Budget

28. Provide a table showing the agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 23 and FY 24, to date. Detail any over- or under-spending and if the agency had any federal funds that lapsed.

**Agency Response**

FY2023 Budget

Program	Activity	Funding Source	Sum of FY23 Approved Budget	Sum of FY23 Revised Budget	Sum of FY23 Actuals expense	Sum of Variance Revised Budget to Actuals
AGENCY FINANCIAL OPERATIONS	P-CARD CLEARING	LOCAL FUNDS	-	-	42,684	(42,684)
		FEDERAL GRANTS	-	-	3,700	(3,700)
<b>AGENCY FINANCIAL OPERATIONS Total</b>			<b>-</b>	<b>-</b>	<b>46,384</b>	<b>(46,384)</b>
AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	LOCAL FUNDS	1,000	1,000	9,710	(8,710)
		FEDERAL GRANTS	627,570	665,462	661,783	3,678
	INFORMATION TECHNOLOGY SERVICES	LOCAL FUNDS	3,139	2,714	9,898	(7,184)
		LOCAL FUNDS	19,588	19,588	4,243	15,344
	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT	FEDERAL GRANTS	-	-	(21)	21
		LOCAL FUNDS	179,224	179,224	176,624	2,600
<b>AGENCY MANAGEMENT PROGRAM Total</b>			<b>830,520</b>	<b>867,987</b>	<b>862,238</b>	<b>5,750</b>
PERFORMANCE MANAGEMENT	EVALUATION & COMPLIANCE	LOCAL FUNDS	1,249,409	1,141,489	1,082,860	58,629
		FEDERAL GRANTS	-	-	-	-
		CONTINGENCY RESERVE	-	-	-	-
<b>PERFORMANCE MANAGEMENT Total</b>			<b>1,249,409</b>	<b>1,141,489</b>	<b>1,082,860</b>	<b>58,629</b>
<b>Grand Total</b>			<b>2,079,929</b>	<b>2,009,476</b>	<b>1,991,481</b>	<b>17,995</b>

FY2024 Budget

Program	Activity	Funding Source	Sum of FY24 Approved Budget	Sum of FY24 Revised Budget	Sum of FY24 Actuals expense to date	Sum of Variance Revised Budget to Actuals
AGENCY FINANCIAL OPERATIONS	P-CARD CLEARING	LOCAL FUNDS	-	-	(2,933)	2,933
		FEDERAL GRANTS	-	-	(500)	500
<b>AGENCY FINANCIAL OPERATIONS Total</b>			<b>-</b>	<b>-</b>	<b>(3,433)</b>	<b>3,433</b>
AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	LOCAL FUNDS	1,000	1,000	-	1,000
		FEDERAL GRANTS	637,570	637,570	138,700	453,392
	INFORMATION TECHNOLOGY SERVICES	LOCAL FUNDS	3,139	3,139	-	3,139
		LOCAL FUNDS	19,588	19,588	125	19,462
	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT	LOCAL FUNDS	192,148	192,148	23,192	168,956
		LOCAL FUNDS	192,148	192,148	23,192	168,956
<b>AGENCY MANAGEMENT PROGRAM Total</b>			<b>853,444</b>	<b>853,444</b>	<b>162,017</b>	<b>645,949</b>
PERFORMANCE MANAGEMENT	EVALUATION & COMPLIANCE	LOCAL FUNDS	1,251,385	1,251,385	274,675	976,720
<b>PERFORMANCE MANAGEMENT Total</b>			<b>1,251,385</b>	<b>1,251,385</b>	<b>274,675</b>	<b>976,720</b>
<b>Grand Total</b>			<b>2,104,829</b>	<b>2,104,829</b>	<b>433,260</b>	<b>1,626,102</b>



29. Provide a list of all budget enhancement requests (including capital improvement needs) for FY 23 or FY 24. For each, include a description of the need, the amount of funding requested, and the status of the enhancement.

**Agency Response**

The agency works with the Office of Budget and Performance Management (OBPM) and the Office of the City Administrator to formulate its FY 2023 and FY2024 budgets. They were reflected in the Mayor’s budgets submitted to the Council.

30. For FY 23 and FY 24, to date, list all intra-District transfers to or from the agency. For each, provide a description of the purpose of the transfer and which programs, activities, and services within the agency the transfer impacted.

**Agency Response**

Please see tables below for intra-District transfers from ODR in FY2023 and FY2024, to date. ODR did not receive any intra-District transfers from other agencies in FY2023 and FY2024, to date.

FY23 Intra-Districts				
Transfer Amount	FTEs	Receiving Agency (Seller)	Description of Service	FY 2023 Budget Funding: Program/Activity
71,960	-	Office of Contracting and Procurement (OCP)	Purchase Card	Agency Management Program/Communications, Compliance, Information Technology Services, Property Asset and Logistics Management, Training and Development; Performance Management/Evaluation & Compliance
6,000	-	Executive Office of the Mayor (EOM)	Administrative Support Services	Performance Management/Evaluation & Compliance
1,000		DC Public Library (DCPL)	Use of DCPL Facility - MLK Jr Library for the Mayor's Annual Disability & Diversity Awareness Expo	Performance Management/Evaluation & Compliance
4,320		DC Public Library (DCPL)	Use of DCPL Facility - MLK Jr Library for the Developmental Disabilities Council Employment First Summit	Agency Management Program/District Legal/Regulatory Compliance
<b>83,280</b>	<b>Total - Intra-District Transfers from ODR</b>			
<b>None</b>	<b>Total - Intra-District Transfers to ODR (ODR Seller Agency)</b>			

FY24 -To Date Intra-Districts				
Transfer Amount	FTEs	Receiving Agency (Seller)	Description of Service	FY 2023 Budget Funding: Program/Activity
72,905	-	Office of Contracting and Procurement (OCP)	Purchase Card	Agency Management Program/Communications, Compliance, Information Technology Services, Property Asset and Logistics Management, Training and Development; Performanace Management/Evaluation & Compliance
6,000	-	Executive Office of the Mayor (EOM)	Administrative Support Services	Performanace Management/Evaluation & Compliance
1,260	-	DC Public Library (DCPL)	Use of DCPL Facility - 2023 Employment First Summit	Agency Management Program/Compliance
<b>80,165</b>	<b>Total - Intra-District Transfers from ODR</b>			
<b>None</b>	<b>Total - Intra-District Transfers to ODR (ODR Seller Agency)</b>			

**31. List, in chronological order, each reprogramming that impacted the agency in FY 23 and FY 24, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

**Agency Response**

ODR conducted 2 reprogramming requests in FY2023. No reprogramming requests have been conducted in FY2024, to date.

Date	From	To	Amount	Rationale	Reprogramming Number
6/1/2023	ODR	ODR	\$83,000	Reprogramming of Local Funds due to Vacancy Savings for the cost of translation services on the ODR website needed to be compliant with the Language Access Act and the Mayor's Expo on Disability Rights and Technology.	REPROG – 975
6/27/2023	ODR	General Fund	\$95,000	Reprogramming of local funds to the General Fund due to Vacancy Savings	D.C. ACT 25-134

**32. List and describe any spending pressures the agency experienced in FY 23 and any anticipated spending pressures for the remainder of FY 24. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 23, describe how it was resolved, and if the spending pressure is in FY 24, describe any proposed solutions.**

### **Agency Response**

ODR has not experienced any spending pressures.

33. *For FY 23 and FY 24, to date, identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:*
- a. The revenue source name and code;*
  - b. The source of funding;*
  - c. A description of the program that generates the funds;*
  - d. The amount of funds generated by each source or program;*
  - e. Expenditures of funds, including the purpose of each expenditure; and*
  - f. The current fund balance.*

### **Agency Response**

In FY2023 and FY2024, to date, ODR does not possess, maintain, use, or make available any special purpose revenue funds.

34. *For FY 23 and FY 24, to date, provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.*

### **Agency Response**

In FY2023 and FY2024, to date, ODR did not issue bonuses, special pay, or separation pay to any employee.

35. *For FY 23 and FY 24, to date, list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.*

### **Agency Response (next page)**

<b>FY23 Purchase Card Spending</b>			
<b>General Purpose</b>	<b>Purchase Card Holder</b>	<b>Expense per Card Holder</b>	<b>P-Card Expenditure</b>
General Supplies			\$ 46.92
	Carla Benitez	\$ 46.92	
IT Supplies			\$ 17.99
	Ikeya January	\$ 17.99	
Office Supplies			\$ 6,360.51
	Carla Benitez	\$ 44.99	
	Ikeya January	\$ 6,315.52	
<b>Supplies &amp; Materials Total</b>			<b>\$ 6,425.42</b>
Conference Fees			\$ 4,986.39
	Carla Benitez	\$ 375.00	
	Ikeya January	\$ 4,611.39	
Office Support			
Postage			
Printing, Duplicating, Etc			\$ 13,335.69
	Carla Benitez	\$ 3,364.88	
	Ikeya January	\$ 9,970.81	
Prof Service Fees & Contracts			\$ 22,517.65
	Carla Benitez	\$ 1,025.00	
	Ikeya January	\$ 21,492.65	
Professional Services			\$ 505.28
	Ikeya January	\$ 505.28	
Travel - Local			\$ 299.00
	Carla Benitez	\$ 299.00	
Travel - Out of City			\$ 13,931.52
	Carla Benitez	\$ 4,169.61	
	Ikeya January	\$ 9,761.91	
<b>Other Services &amp; Charges Total</b>			<b>\$ 55,575.53</b>
IT Hardware Acquisitions			\$ 7,620.45
	Ikeya January	\$ 7,620.45	
IT Software Acquisitions			\$ 2,339.00
	Ikeya January	\$ 2,339.00	
<b>Purchases Equipment &amp; Machinery Total</b>			<b>\$ 9,959.45</b>
<b>TOTAL FY23 ODR P-Card Expenditures</b>			<b>\$ 71,960.40</b>
<b>FY24 - To Date Purchase Card Spending</b>			
<b>General Purpose</b>	<b>Purchase Card Holder</b>	<b>Expense per Card Holder</b>	<b>P-Card Expenditure</b>
Conference Fees			\$ 580.00
	Carla Benitez	\$ 500.00	
	Ikeya January	\$ 80.00	
Office Support			\$ 45.01
	Ikeya January	\$ 45.01	
Prof Service Fees & Contracts			\$ 10,542.75
	Carla Benitez	\$ 230.14	
	Ikeya January	\$ 10,312.61	
<b>Other Services &amp; Charges Total</b>			<b>\$ 11,167.76</b>
<b>TOTAL FY24 To-Date ODR P-Card Expenditures</b>			<b>\$ 11,167.76</b>

36. For FY 23 and FY 24, to date, list all vehicles owned, leased, or otherwise used by the agency including their age, division, and purpose.

**Agency Response**

In FY2023 and FY2024, to date, ODR does not own or lease any vehicle.

37. For FY 23 and FY 24, to date, list all employees who receive cell phones, personal digital assistants, or similar communications devices at agency expense.

**Agency Response**

NAME	COMMUNICATION DEVICES
Mathew McCollough	Cell phone
Ngoc Trinh	Cell phone
Peter Stephan	Cell phone
Anwar Mahmood	Cell phone
Susie McFadden-Resper	Cell phone
Grace Reed	Cell phone
Shelley Carr-Brown	Cell phone
Ikeya January	Cell phone
Naquran Smith	Cell phone
Hallie Simon	Cell phone
<b>Subdivision</b>	Developmental Disabilities Council (DDC) Federally Funded
Alison Whyte	Cell phone
Luz Collazo	Cell phone
Kevin Wright	Cell phone
Carla McCaskill	Cell phone
Clair Simon	Cell phone

38. For FY 23 and FY 24, to date, provide the following information regarding the agency’s authorization of employee travel:

- a. Each trip outside the region on official business or at agency expense;
- b. Individuals (by name and title/position) who traveled outside the region;
- c. Total expense for each trip (per person, per trip, etc.);
- d. What agency or entity paid for the trips; and
- e. Justification for the travel (per person and trip).

**Agency Response**

Below is information on the agency’s authorization of employee travel in FY2023 and FY2024:

Traveler Name/Title	Year	Location	Total Cost	Payor	Justification
Alison Whyte, Executive Director, DD Council	FY23	Seattle, WA	\$2,215.34	DD Council – Federal Funds	2022 Executive Director Leadership Summit

<b>Traveler Name/Title</b>	<b>Year</b>	<b>Location</b>	<b>Total Cost</b>	<b>Payor</b>	<b>Justification</b>
Alison Whyte, Executive Director, DD Council	FY23	Orlando, FL	\$2,475.82	DD Council – Federal Funds	2023 National Association of Councils on Developmental Disabilities Annual Conference
Alison Whyte, Executive Director, DD Council	FY23	Portland, OR	\$1,379.70	DD Council – Federal Funds	2023 National Association of State Directors of Developmental Disabilities Services Conference – DEI Presentation
Anjanette Shelby, DD Council Chairperson	FY23	Orlando, FL	\$1,973.32	DD Council – Federal Funds	2023 National Association of Councils on Developmental Disabilities Annual Conference
Bernard Crawford, DD Councilmember	FY23	St. Louis, MO	\$1,862.82	DD Council – Federal Funds	2023 Learning Community for Person Centered Practices Conference
Donna Thornton, Project ACTION!	FY23	Orlando, FL	\$973.30	DD Council – Federal Funds	2023 National Association of Councils on Developmental Disabilities Annual Conference
Grace Reed, ADA Compliance Specialist, ODR	FY23	Alexandria, VA	\$723.30	ODR - Local	Annual Mid-Atlantic ADA Conference
Ikeya January, Staff Assistant, ODR	FY23	Alexandria, VA	\$720.68	ODR - Local	Annual Mid-Atlantic ADA Conference
Kevin Wright, Program Support Assistant, DD Council	FY23	Phoenix, AZ	\$2,286.50	DD Council – Federal Funds	2022 TASH Conference
Kevin Wright, Program Support Assistant, DD Council	FY23	St. Louis, MO	\$1,779.00	DD Council – Federal Funds	2023 Learning Community for Person Centered Practices Conference
Kevin Wright, Program Support Assistant, DD Council	FY23	Orlando, FL	\$1,467.13	DD Council – Federal Funds	2023 National Association of Councils on Developmental Disabilities Annual Conference
Luz Collazo, Administrative Support Specialist, DD Council	FY23	Kansas City, MO	\$2,187.70	DD Council – Federal Funds	2023 LifeCourse Showcase – Supporting Families Community of Practice
Luz Collazo, Administrative Support Specialist, DD Council	FY23	Orlando, FL	\$2,379.83	DD Council – Federal Funds	2023 National Association of Councils on Developmental Disabilities Annual Conference
Ricardo Thornton, DD Council Vice Chairperson	FY23	Orlando, FL	\$1,749.57	DD Council – Federal	2023 National Association of Councils on Developmental Disabilities

<b>Traveler Name/Title</b>	<b>Year</b>	<b>Location</b>	<b>Total Cost</b>	<b>Payor</b>	<b>Justification</b>
				Funds	Annual Conference
Alison Whyte, Executive Director, DD Council	FY24	Providence, RI	\$1,962.75	DD Council – Federal Funds	2023 Executive Director Leadership Summit
Alison Whyte, Executive Director, DD Council	FY24	Baltimore, MD	\$797.40	DD Council – Federal Funds	2023 TASH Conference
Anjanette Shelby, DD Council Chairperson	FY24	Baltimore, MD	\$472.45	DD Council – Federal Funds	2023 TASH Conference
Anwar Mahmood, ADA Architect, ODR	FY24	Marriottsville, MD	\$40	ODR - Local	Public Right of Way Accessibility Guidelines (PROWAG) Training Event
Mathew McCollough, Director, ODR	FY24	Baltimore, MD	\$630.34	ODR - Local	2023 TASH Conference
NaQuran Smith, Program Support Assistant, ODR	FY24	Marriottsville, MD	\$40	ODR - Local	Public Right of Way Accessibility Guidelines (PROWAG) Training Event

**39. For FY 23 and FY 24, to date, list all of the total overtime and workman’s compensation payments paid.**

**Agency Response**

In FY2023 and FY2024, to date, ODR did not provide any overtime or worker’s compensation payments.

Inter-Agency Coordination

**40. List and provide a copy of all memoranda of understanding (“MOU”) or other written agreements between ODR and other District agencies during FY 23 and FY 24, to date, as well as any MOU currently in force and any MOU planned for the upcoming year. For each, indicate the date on which the MOU was entered and the termination date.**

**Agency Response**

See attachment A for FY2023 MOU and attachments B and C for FY2024 MOUs. ODR plans to have the same 2 MOUs with EOM Support Services and MODDHH in FY2025. The MOU amounts will be determined by the actual usage this year.

MOU in FY 2023

Seller agency	Byer agency	Amount	Service
EOM Support Services	ODR	\$6000.00	Support services: Courier and transportation

MOUs in FY 2024

Seller agency	Byer agency	Amount	Service
EOM Support Services	ODR	\$6000.00	Support services: Courier and transportation
MODDHH	ODR	\$4,637.50	Provide ASL interpretation service for ODR’s events

**41. Describe ODR’s collaboration with the Department on Disability Services. Include any specific partnerships on programs, initiatives, and events that ODR had with DDS in FY 23 and FY 24, to date.**

**Agency Response**

ODR plays a unique role in establishing policies and practices that are designed to ensure non-discrimination in the workplace for government employees in compliance with the ADA and related disability rights laws, and in the provision of government services, programs, and activities to the public, including through the Olmstead plan. ODR’s policies and procedures represent best practices that provide consistency across District agencies in the provision of reasonable accommodations, auxiliary aids and services, and reasonable modifications to policies and practices to ensure the right of people with disabilities to live and work in the District integrated with their non-disabled peers.

In collaboration with the Department on Disability Services (DDS), ODR is taking a lead in multiple objectives for the District’s the State As a Model Employer grant received from the U.S. Department of Labor’s National Expansion of Employment Opportunities Network initiative. ODR is working with DDS and national subject matter experts to align the cross-agency Employment First Leadership Workgroup and WIOA State Plan with its drafting of the



District's 2025-2027 Olmstead Plan. ODR is also collaborating with DDS under this grant on the expansion of training and technical assistance support to ADA coordinators in each District government agency to better ensure retention and support of District government employees with disabilities. In addition, ODR is collaborating with DDS and DCHR on developing and implementing training for managers, including hiring managers and ADA coordinators, to improve outreach, recruitment, application, interviewing and retention processes. These efforts complement DDS' provision of independent living and vocational rehabilitation services to people with disabilities to live and work in the District.

In October 2023, ODR and DDS collaborated to plan and implement the DC Disability Tech Summit. This landmark outreach event marked our first collaborative venture of this scale and significance, and our commitment to replicating such impactful outreach and education events remains unwavering.

ODR regularly makes referrals to DDS for DC residents seeking employment or other community living services. DDS, like many other DC government agencies, works with ODR to submit an ADA Compliance Plan and serves as a valued partner on the Olmstead Working Group. DDS and ODR are both members of the Employment First Leadership Work Group.

**42. Describe ODR's collaboration with the Mayor's Office of Deaf, Deafblind, and Hard of Hearing. Include any specific partnerships on programs, initiatives, and events that ODR had with MODDHH in FY 23 and FY 24, to date.**

**Agency Response**

ODR continues to work closely with the Mayor's Office of Deaf, Deafblind, and Hard of Hearing (MODDHH) through training and the provision of interpreter services. While MODDHH provides services to the Deaf, Deafblind, and Hard of Hearing communities in the District, ODR has the unique responsibility to ensure the District government's compliance with the effective communication mandate under Title II of the ADA and related disability rights laws. Pursuant to that responsibility, ODR establishes policies and practices, and provides training, all of which work to ensure non-discrimination in District government workplaces and in the provision of government services, programs, and activities to the public.

In FY2023, the Office of Disability Rights provided training on Video Remote Interpreting (VRI) in tandem with the Mayor's Office of Deaf, Deafblind, and Hard of Hearing (MODDHH) Accessible Emergency Management training, a collaboration to prepare District agencies for emergency response. The pilot training hosted about 18 participants from DHS, ODR, DC HSEMA, DPR, and MODDHH. Formal training in FY2023 hosted about 20-25 participants from DHS, ODR, DC HSEMA, DPR, MOCRS, and MODDHH.

To demonstrate a commitment to improving accessibility and inclusivity in government services, ODR coordinated the transition of the Effective Communication Program to MODDHH. As part of this transition, Shelley Carr-Brown, ODR Public Affairs Specialist, was detailed to the Mayor's Office on Deaf, Deafblind, and Hard of Hearing (MODDHH) from November 27, 2022, to August 14, 2023. During the detail Ms. Carr-Brown trained all MODDHH staff on the District-wide American Sign Language program, now known as the Effective Communication Program. This training highlighted key functions including creating requests in the Quickbase system, invoicing, and maintaining communication between the

vendor and agency. Mrs. Carr-Brown also trained the staff on how to complete invoices and requisitions. While MODDHH now handles routine interpreter requests for government agencies, ODR continues to coordinate very closely with MODDHH to ensure ASL interpretation is available for all Mayoral and high-profile District events. Additionally, ODR makes its staff interpreters available to fill in for several other District events and functions upon request of MODDHH.

- 43. Describe ODR's collaboration with the Office of Human Rights. Include any specific partnerships on programs, initiatives, and events that ODR had with OHR in FY 23 and FY 24, to date.**

**Agency Response**

ODR is identified as a Disability EEO Counselor under the District-wide EEO Program, operated by OHR. The agency receives referrals from OHR when ADA Title I and II matters have not yet gone through OHR's formal complaint process. ODR also sends employees and members of the public to OHR for formal resolutions. In November 2023, ODR staff provided remarks at the Human Right Gala program that OHR hosted.

- 44. How does ODR work with the Department of General Services to ensure District owned and operated facilities are compliant with the ADA, including when facilities are found to be in violation of the ADA, such as with non-working elevators, accessibility door sensors, and inaccessible parking lots.**

**Agency Response**

ODR provides the Department of General Services with assessment reports that identify barriers and recommendations for resolution when the agency conducts architectural assessments on District owned and leased facilities. When ODR receives indications that modifications are made, the agency reassess the structure to ensure that the facility is compliant with the ADA standards.

## Codified Duties

**45. D.C. Code § 2–1431.04(1) requires ODR to “[c]oordinate and oversee the District’s ADA Compliance Program”. Describe how ODR does so.**

### Agency Response

ODR coordinates and oversees the District’s ADA Compliance Program through the ongoing data collection regarding each agency’s compliance with Titles I and II of the ADA. ODR requests each agency identify a team of staff across program operations to participate in the collection and review of data, requests each agency’s ADA Coordinator to complete the assessment tool for their agency, and then submit that data to ODR for review. ODR ensures ADA Coordinators for each agency are trained to complete the compliance plans, provides technical assistance as needed, and has made on-demand videos available to ADA coordinators on how to survey for ADA compliance. ODR reviews each agency’s survey to ensure ADA compliance and consults with agency leaders on ways to ensure policies and practices are in place to provide full accessibility for individuals with disabilities in all government programs, services, and activities.

In FY2022 and FY2023, 77 ADA Compliance Plans were submitted to ODR for review by District agencies under the purview of the Executive Office of the Mayor. Forty-four agencies submitted their ADA Compliance Plans in FY2022 and thirty-three submitted Plans in FY2023.

Additionally, ADA Coordinators implement these Plans and ensure ongoing agency compliance with ADA. Please see Question 46 for details on ODR training and technical assistance for agency ADA Coordinators.

ODR will continue to provide training and provide support and technical assistance so that agencies will continue to work on their ADA compliance plans annually to identify barriers and remove those barriers.

**46. D.C. Code § 2–1431.04(2) requires ODR to “[p]rovide ongoing training and technical assistance to agency ADA coordinators”.**

**a. Provide a list of all agency ADA coordinators**

### Agency Response

Acronym	DC Agency	ADA Coordinator
OAH	Administrative Hearings, Office of	Qian Zhao
ANC	Advisory Neighborhood Commissions, Office of	Lynard Barnum
MOAA	African Affairs, Mayor's Office on	Sosina Baruda
OAAA	African American Affairs, Office of	Lonnisha Coates
DACL	Aging and Community Living, Department on	Lynette Davis
ABRA	Alcoholic Beverage Regulation Administration	Camille Robinson
CAH	Arts and Humanities, Commission on the	Travis Marcus
OAPIA	Asian and Pacific Islander Affairs, Mayor's Office on	Ellie Sung
DBH	Behavioral Health, Department of	Mary Campbell
BOE	Board of Elections	Jay Penuel

<b>Acronym</b>	<b>DC Agency</b>	<b>ADA Coordinator</b>
OAG	Attorney General, Office of	Tameya Postell
OCTFME	Cable Television, Film, Music and Entertainment, Office of	Marcella Hicks
OCFO	Chief Financial Officer, Office of the	Sanyu Reason
OCME	Chief Medical Examiner, Office of the	Benita Rouse
OCTO	Chief Technology Officer, Office of	Tonya Tart
CFSA	Child and Family Services Agency	Annie Johnson
OCA	City Administrator, Office of the	Sadie Barrera
OGC	Office of General Counsel	Lonnisha Coates
MOCA	Community Affairs, Office of	Erica Jones
MOCRS	Community Relations and Services, Mayor's Office of	Erica Jones
MOVA	Mayor's Office of Veteran Affairs	Lonnisha Coates
MOTA	Mayor's Office of Talent and Appointments	Lonnisha Coates
DLCP	Licensing and Consumer Protection, Department of	Tania Williams
DOB	Buildings, Department of	Tamika Cambridge
OCP	Contracting and Procurement, Office of	Andrea Johnson
DOC	Corrections, Department of	Paulette Johnson
CJCC	Criminal Justice Coordinating Council	Robin Jackson
ODR	Disability Rights, Office of	Grace Reed
DDS	Disability Services, Department on	Rachel Phillips
ODME	Education, Office of the Deputy Mayor	Tara Lynch
OEA	Employee Appeals, Office of	Sheila Barfield
DOES	Employment Services, Department of	ShaQuana Carter
DOEE	Energy & Environment, Department of	Lauren Maxwell
BEGA	Ethics and Government Accountability, Board of	Tyrell Dow
FEMS	Fire and Emergency Medical Services Department	Kenneth Hunter
DFHV	For-Hire Vehicles, DC Department of	Shalonda Frazier
DFS	Forensic Sciences, Department of	Quiyana Hall
DGS	General Services, Department of	Tenika Brown
DMHHS	Health and Human Services, Deputy Mayor for	Henry Saunders
DCHBX	Health Benefit Exchange Authority	Laurie Wilkerson
DHCF	Health Care Finance, Department of	Antwain Smith
DOH	Health, Department of	Gail Heath
HSEMA	Homeland Security and Emergency Management Agency	Lorien Crawley
DCHA	Housing Authority, DC	Jeffrey Toney
DHCD	Housing and Community Development, Department of	Marvin McCoy
DCHR	Human Resources, Department of	ReJeanna Lewis
OHR	Human Rights, Office of	Ayanna Lee
DHS	Human Services, Department of	Robin Martin
OIG	Inspector General, Office of the	Jaime Yarussi
DISB	Insurance, Securities and Banking, Department of	Katrice Purdie
OLRCB	Labor Relations and Collective Bargaining, Office of	Mary Redfearn

<b>Acronym</b>	<b>DC Agency</b>	<b>ADA Coordinator</b>
OLA	Latino Affairs, Office of	Lonnisha Coates
LGBTQ	Lesbian, Gay, Bisexual, Transgender and Questioning Affairs, Mayor's Office of	Lonnisha Coates
DCPL	Library, DC Public	Melody Miller
DCLB	Lottery and Charitable Games, Office of	Nikki Mathis
MPD	Metropolitan Police Department	Lesley Long
DMV	Motor Vehicle, Department of	Lisa Payne
ONSE	Neighborhood Safety and Engagement, Office of	Erica Willis
DMOI	Operations and Infrastructure, Office of the Deputy Mayor	Jonathan Rogers
DPR	Parks and Recreation, Department of	Keneysha Anthony
OPC-DC	People's Counsel	Cecilia Jones Walker
DMPED	Planning and Economic Development, Office of Deputy Mayor	Naima Chambliss
OP	Planning, Office of	David Lieb
DCPC	Police Complaints, Office of	Alicia J. Yass
PERB	Public Employee Relations Board	Crystal Davis
DCPS	Public Schools, DC	Ahsaki Anokye
PSC	Public Service Commission	Benita Anderson
DPW	Public Works, Department of	Marvin Anderson
RPTAC	Real Property Tax Appeals Commission	Gizachew Andargeh
DCRB	Retirement Board, DC	Rabinai Carson
MORCA	Returning Citizens Affairs, Office of	Lonnisha Coates
ORM	Risk Management, Office of	Lashawn Myles
OS	Secretary, Office of the	Garrett Lee
OSA	Senior Advisor, Office of the	Garrett Lee
SCCRC	Sentencing Commission, DC	Mia Hebb
Serve DC	Serve DC/Mayor's Office on Volunteerism and Partnerships	Lonnisha Coates
DSLBD	Small and Local Business Development, Department of	Kamaria Campbell
SBOE	State Board of Education	Jennifer Briones
OSSE	State Superintendent for Education, Office of	Sheila Cuthrell
OTA	Tenant Advocate, Office of	Cynthia Houser
DDOT	Transportation, Department of	Xavier Davis
OUC	Unified Communications, Office of	Ingrid Jackson
UDC	University of the District of Columbia	Sheilah Vance
OVSJG	Victim Services and Justice Grants, Office of	Traci Lewis
MOWPI	Women's Policy and Initiatives, Office on	Jennifer Porter
DYRS	Youth Rehabilitation Services, Department of	Lennie Moore
DCOZ	Zoning, Office of	Zelalem Hill
DCNG	DC National Guard	Denette Baber
DDC	DC Commission on Persons with Disabilities	Alison Whyte

Acronym	DC Agency	ADA Coordinator
ODCA	Office of the DC Auditor	April Bumbrey

**b. How are agency ADA coordinators selected?**

**Agency Response**

Agency ADA coordinators are selected internally by the agency according to its own staffing and resource needs. Pursuant to the Mayor’s Order 2017-010(II)(C), agencies are required to notify ODR of any change to the name and contact information of its ADA Coordinator.

**c. What training is provided to agency ADA coordinators?**

**Agency Response**

Pursuant to the Mayor’s Order 2017-010(II)(B), ODR requires all agency ADA coordinators to participate in an annual ADA Coordinator training. This comprehensive, two-day training program reviews agency obligations under Titles I and II of the ADA to ensure all agencies comply with ADA requirements on providing employees with reasonable accommodations and providing members of the public with reasonable modifications to policies, practices, and procedures as well as auxiliary aids and services to ensure the accessibility of programs, services, and activities provided by the District government. At the end of this training, ADA coordinators take an examination on the ADA as a check for understanding.

In addition to ODR’s annual ADA Coordinator training, ODR hosts a series of smaller brown bag lunch training courses on specific issues of relevance to ADA Coordinators. The topics for these trainings come from priority areas identified by ADA Coordinators, common complaints received directly by ODR from District employees and members of the public, and common questions answered through ODR’s technical assistance provided to agency ADA coordinators, as well as ODR’s assessment of need based on its review of District agencies’ ADA Compliance Program data.

**d. Did any agency have a vacancy in ADA coordinator during FY 23 or FY 24, to date? If so, how does ODR ensure the agency’s compliance with the ADA during the vacancy?**

**Agency Response**

Pursuant to the Mayor’s Order 2017-010(II)(C), agencies are required to notify ODR of any change to the name and contact information of its ADA Coordinator. ODR received no notification of a vacancy in ADA coordinator from any agency during FY2023 or FY2024 to date.

47. D.C. Code § 2–1431.04(3) requires ODR to “[p]rovide ongoing training, technical assistance and community resource referrals to agencies to ensure that agency employment practices, services and supports, facilities, telecommunications, and general policies and practices are fully accessible to people with disabilities and meet the requirements of the ADA, section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act”.

- a. List all the trainings that ODR provided to District employees and agencies in FY 23 and FY 24, to date. For each training, include the following:
  - i. The name of the training;
  - ii. A description;
  - iii. The agency to which the training was provided;
  - iv. The number of times the training was provided; and
  - v. The number of attendees for each session.

### Agency Response

In FY2023, ODR provided 37 training events reaching over 2,400 attendees. In FY2024, to date, ODR has conducted 3 training events reaching 199 attendees. The tables below provide more details. The training events are listed by their individual occurrence.

#### Training Events in FY2023

Agency	Name of Training	Description	Audience	Number of Attendees
MOAPIA	ADA Title II for Grantees	General overview of disability sensitivity and ADA Title II to Grant recipients.	MOAPIA Grantees	10
MOAA	ADA Title II for Grantees	General overview of disability sensitivity and ADA Title II to Grant recipients.	MOAA Grantees	15
	Animal-Assisted Therapy	General overview of service and assistance animal laws.	Therapists	16

<b>Agency</b>	<b>Name of Training</b>	<b>Description</b>	<b>Audience</b>	<b>Number of Attendees</b>
	St. Albans School's MLK Event	MLK Outreach event at St. Albans. Mathew McCullough presented to students a general overview of the ADA, Disability Rights Laws and Historical events.	Students	80
DYRS	DYRS GC Office	General overview of Titles I and II of the ADA	GC, DGC, HR	6
OUC	Overview of ADA Title I and II	General overview of Titles I and II of the ADA and disability sensitivity for OUC managers	OUC Managers	25
ODR	Commuting and Telework Issues	Roundtable discussion concerning accommodation requests for telework and commuting	ADA Coordinators	80
DCHBX	DCHBX ADA Training with ODR	ODR trained DCHBX managers on Title 1 of the ADA. We provided them with a general overview of the ADA, the reasonable accommodation process and rights and responsibilities for Managers, ADA Coordinators, and employees.”	Health Benefit Exchange Managers	34
	ADA Accommodation Training	General overview of Titles I and II of the ADA	Wheeler Creek Staff	30
MOCA	MOCA Directors huddle - 101 ADA training	General overview of Titles I and II of the ADA	MOCA Director's staff and guests	26
DDC	Employment First Summit 2022	The Summit was a hybrid event. 133 attended in person. While 74 attended virtual	People with disabilities, family members, professionals	206
DDS	DDS Community/Provider Forum	Gave a brief presentation on Employment First Summit 2022 outcome	Community members, disability service providers, DDS staff	150
DDS	RSA Retreat 2023	Was one of several keynote speakers for the Retreat. I shared my employment journey	RSA Staff	100



<b>Agency</b>	<b>Name of Training</b>	<b>Description</b>	<b>Audience</b>	<b>Number of Attendees</b>
	LEND Program Speaker	I presented to LEND trainees on disability employment and work I currently do	LEND students - people with disabilities, family members, professionals	12
DDC	Special Olympics DC Youth Summit 2023	Alison and I presented on the topic what does disability looks like	Students with disabilities	55
DDC	Orientation-RFA: DDC Grant Awards for FY 23	Orientation on the DDC awards federal funds through the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) to assurance capacity building, advocacy, and system change through the implementation of the DDC State Plan 2022-26.	Grantees, organizations, private sector, community members, and general public in DC	35
DDC	Orientation and Technical Assistance: How to Navigate on DD Suite for Grantees	Training on DDC Grant Management and How to Navigate on DD Suite for Grantees. (DDC and MDDC collaboration)	DDC grantees, community members, professionals	12
DDC	Aging and Disability Panel		Community members	75
DDC	DDAM - Stress Relief with Luis Morales		Community members	25
DDC	ADA and Disability Sensitivity Training	Training on the Americans with Disabilities Act (ADA) and How to interact with people with different disabilities. (DDC and ODR collaboration).	DDC grantees, community members, professionals	80
	NASDDDS Conference - DEI Intensive		State developmental disabilities agency staff	100
ODR	Brown Bag Interactive Process	Interactive Process Brown Bag Lunch	ADA Coordinators	86
MOAPIA	MOAPIA	Grantee Training	Grantees	19
MORCA	MORCA	Disability Sensitivity	Grantees	10

Agency	Name of Training	Description	Audience	Number of Attendees
	DC Superior Court	Disability Sensitivity	Court staff and volunteers	30
MOAAA	MOAAA-Session 1	Grantee Training	Grantees	32
MOAAA	MOAAA-Session 2	Grantee Training	Grantees	20
MOAA	MOAA	Grantee Training	Grantees	21
	Washington Senior Wellness Center	Disability Sensitivity	General Public	45
MOLA	MOLA	Grantee Training	Grantees	81
	DC Superior Court	Disability Sensitivity	Court staff and volunteers	33
MOLGBTQA	MOLGBTQA	Grantee Training	Grantees	30
ODR	VRI Training	Training on how to use the VRI program	DC Government Employees	43
	Assistance Animals: Your Rights as a Renter or Landlord	Training on Renters rights	General Public	158
	So Others Might Eat	General overview of Titles I and II of the ADA	SOME staff	500
DFHV	DFHV Disability Sensitivity Training	Training tool for DFHV on Disability Sensitivity	WAV taxicab drivers	123

### Training Events in FY2024

Agency	Name of Training	Description	Audience	Number of Attendees
DD Council	Employment first Summit	The Summit offered attendees innovative and meaningful sessions and resources	General Public and DC Government employees	99

Agency	Name of Training	Description	Audience	Number of Attendees
DD Council	Orientation for DD Council grantees	Orientation on the DD Council Grants application process and the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) to ensure capacity building, advocacy, and system change through implementing the DD	Grantees, CBOs	25
	ADA Coordinator Brown Bag: Mental Health	Brown bag training on Mental health to include guest speakers Richard Bebout (DBH) and Melanie Whetzel from JAN.	DC government employee, ADA Coordinators	75

- b. Describe examples of technical assistance that ODR provided District agencies in FY 23 and FY 24, to date.**
- i. Is technical assistance provided when ODR deems necessary or only upon request from an agency?**
  - ii. In FY 21, FY 22, FY 23, and FY 24, to date, how many times did ODR provide technical assistance to District agencies? If the exact number is unknown, provide an estimate and note the number provided is an estimate.**

### **Agency Response**

Some examples of technical assistance ODR provides relates to the interactive process, telework accommodations, authenticating medical verification letters, interpret ADA laws, identifying effective accommodations, ADA assessment of physical space for ADA compliance, suggestions for removing/modifying architectural barriers, and reassignment.

Technical assistance is provided when ODR deems necessary and upon request from an agency. ODR provides technical assistance in response to employee complaints regarding the reasonable accommodation process or an accommodation. Some of these matters require ODR to provide technical assistance to an agency and the agency's ADA Coordinator or Legal Counsel. Additionally, agencies may request ODR provide technical assistance in accordance with the ADA as it relates to requests for accommodation.

ODR also provides technical assistance to DC constituents and members of the public regarding their rights under Titles I and II of the ADA.

- FY2021 – About 121 submissions
- FY2022 – About 324 submissions
- FY2023 – About 378 submissions
- FY2024, to date – About 41 submissions

- c. Describe examples of community resource referrals that ODR provided District agencies in FY 23 and FY 24, to date.**
- i. Are community resource referrals provided when ODR deems necessary or only upon request from an agency?**
  - ii. In FY 21, FY 22, FY 23, and FY 24, to date, how many times did ODR provide community resource referrals to District agencies? If the exact number is unknown, provide an estimate and note the number provided is an estimate.**

### **Agency Response**

Community resource referrals were provided when ODR deems necessary or requested by an agency.

ODR rarely refers other agencies to community resources. On the very rare occasions that such referrals were made, it was to the Developmental Disabilities Council's grantees. ODR did not track this information.

**48. D.C. Code § 2–1431.04(4) requires ODR to “[e]valuate the District’s compliance with the ADA, section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act; report any deficiencies to the Office of Human Rights; and make recommendations for addressing deficiencies to the Mayor”.**

**a. How does ODR ensure agencies submit ADA self-evaluations and annual ADA implementation plans, as required by D.C. Code § 2–1431.02?**

### **Agency Response**

In FY 2022 and FY 2023, ODR sent requests to complete the ADA Compliance Plan self-assessment and implementation plan to each agency ADA coordinator. ODR requested these plans be completed by each agency and set a deadline for each agency based on the size and complexity of their departments. For any agency that did not complete the Compliance Plan by the requested date, ODR sent follow up emails reminding the agency of its obligations under the District law and Mayoral policy. ODR conducts individual outreach to follow up with each agency that has not submitted an annual ADA implementation plan.

**i. Explain what ODR does with the information gathered from District agencies’ ADA self-evaluations and ADA implementation plans? Detail any qualitative and/or qualitative analysis ODR conducts with the information.**

### **Agency Response**

ODR reviews the plan to ensure completeness, and then analyzes the data to verify all barriers that have been identified are included in the agency’s implementation plan and have a concrete remedy that fully addresses the identified barrier, a person responsible for the implementation of that remedy, and a reasonable timeline for completion. After this internal analysis, ODR reviews the plan with each agency to ensure the plan is reasonable and complete. ODR is currently compiling the FY2023 data from each survey.

**ii. Describe how ODR works with other agencies to address ADA compliance deficiencies.**

**1. Does ODR have any ability to require an agency to take action to remedy a deficiency?**

### **Agency Response**

ODR works collaboratively with other agencies to advise on legal requirements and best practices to remedy any ADA compliance deficiencies. ODR has no authority under its Establishment Act to require any agency to take any specific action. D.C. Code § 2–1431.03. ODR has the authority to report findings to the Mayor and/or make referrals to OHR for issues of agency non-compliance. D.C. Code § 2–1431.04(4).

- iii. What are the consequences, if any, for agencies that do not submit ADA self-evaluations and ADA implementation plans, as required by D.C. Code § 2–1431.02? How are those consequences enforced?**

**Agency Response**

ODR has the authority to report failures to submit ADA Compliance Plans that include self-evaluation and implementation plans to the Mayor and/or make referrals to OHR for issues of agency non-compliance with the ADA. D.C. Code § 2–1431.04(4).

ODR makes clear to agencies that any non-compliance with the ADA is a violation of federal law.

- b. Given that agencies are required to submit self-evaluations and implementation plans in regard to only ADA compliance, how does ODR ensure agencies' compliance with (1) section 504 of the Rehabilitation Act and (2) the disability rights provisions of the Human Rights Act?**

**Agency Response**

The emphasis and priority of ODR's Establishment Act is on ensuring the District government's compliance with the ADA, as well as related disability rights laws. ODR has emphasized and prioritized District-wide compliance with the ADA because it is the emphasis of its mandate, and because the DC Human Rights Act and Section 504 of the Rehabilitation Act are construed by DC Office of Human Rights and federal and District courts in congruence with the ADA. ODR has been working diligently with agencies through their ADA Coordinators to request that they address and provide updates to ODR on any resolutions.

- c. In FY 21, FY 22, FY 23, and FY 24, to date, how many deficiencies of the District's compliance with the aforementioned laws did ODR report to the Office of Human Rights. List the number of deficiencies for each law.**
- i. Does ODR track the remedy of such violations? If so, how many reported deficiencies were remedied?**

**Agency Response**

The emphasis and priority of ODR's Establishment Act is on ensuring the District government's compliance with the ADA, as well as related disability rights laws. ODR has emphasized and prioritized District-wide compliance with the ADA because it is the emphasis of its mandate, and because the DC Human Rights Act and Section 504 of the Rehabilitation Act are construed by DC Office of Human Rights (OHR) and federal and District courts in congruence with the ADA. ODR has been working diligently with agencies through their ADA Coordinators to request that they address and provide updates to ODR on any resolutions. ODR has not reported them to OHR. ADA compliance plans status has been shared with the Office of the City Administrator.

- d. In FY 21, FY 22, FY 23, and FY 24, how many recommendations to address deficiencies of the District's compliance with the aforementioned laws did ODR**

***make to the Mayor? List the number of recommendations for each law, provide a summary of each recommendation, and whether the recommendation was implemented.***

### **Agency Response**

In previous fiscal years, and in FY2024, ODR has shared its assessment results and the status of compliance with the Executive Office of the Mayor.

***49. D.C. Code § 2–1431.04(5) requires ODR to “[i]nvestigate actions or inactions of agencies in alleged violation of the ADA, section 504 of the Rehabilitation Act, and make referrals to the Office of Human Rights, as appropriate, of any actions or inactions that may violate the Human Rights Act”.***

***a. Who can request ODR investigate alleged violations of the aforementioned laws?***

### **Agency Response**

Anyone may submit a complaint or request for ODR to investigate alleged violations of the ADA, Section 504 of the Rehabilitation Act, or the DC Human Rights Act. This includes members of the public, as well as agency employees.

***b. How can a request for an ODR investigation of an alleged violation of the aforementioned laws be made?***

### **Agency Response**

Submitting a complaint or request to investigate with ODR can be done through our online intake form, by phone, by mail, in-person at our office, by fax, or by email, with the information listed below. We provide guidance and assistance with filing complaints through online video instruction as well as staff help via phone, email, and in person.

DC Office of Disability Rights  
441 4th Street, NW, Suite 729 North  
Washington, DC 20001  
Phone: (202) 724-5055  
Fax: (202) 727-9484  
TTY: (202) 727-3363  
Email: [ODR@dc.gov](mailto:ODR@dc.gov)  
<https://odr.dc.gov/service/agency-ada-coordinators>

***c. How many requests for an investigation of alleged violations of the aforementioned laws did ODR receive in FY 21, FY 22, FY 23, and FY 24, to date?***

### **Agency Response**

The chart below shows the number of complaints received by ODR for informal dispute resolution. Information regarding parties to the complaints received and

corrective actions taken by ODR and/or other District Government agencies to resolve such complaints is confidential. The complainants requesting relief must authorize disclosure of such information.

CITA Category	FY2021	FY2022	FY2023	FY2024 to date
Complaints	84	140	163	19

- d. How many investigations of alleged violations of the aforementioned laws did ODR conduct in FY 21, FY 22, FY 23, and FY 24, to date?**
- i. For each investigation, provide the following:**
- 1. The law alleged to have been violated;**
  - 2. The length of time between when the violation was alleged and when ODR initiated the investigation;**
  - 3. The length of time of the investigation; and**
  - 4. The determination of whether the law was violated or not.**

**Agency Response**

ODR did not conduct formal investigations of alleged violations in FY2021, FY2022, FY2023, and FY2024, to date.

- e. How many referrals for violations of the aforementioned laws did ODR make to the Office of Human Rights? List the number of referrals for each law.**
- i. Does ODR follow-up on referrals to OHR to track if referred violations have been remedied?**

**Agency Response**

Because ODR did not conduct formal investigations of alleged violations in FY2021, FY2022, FY2023, and FY2024, to date, ODR did not conduct formal investigations of alleged violations in FY2021, FY2022, FY2023, and FY2024, to date.

- 50. D.C. Code § 2–1431.04(6) requires ODR to “provide information and referral, legal information, and assistance with filing complaints with the Office of Human Rights to individuals who have questions about disability rights or are experiencing obstacles to receiving services”.**

- a. How many times did ODR provide such information to District residents in FY 21, FY 22, FY 23, and FY 24, to date?**

**Agency Response:**

The chart below shows the number of times ODR provided information and technical assistance in FY2021, FY2022, FY2023, and FY2024 to date. Information regarding the residency of parties to the requests for information received is confidential. The complainants requesting relief must authorize disclosure of such information.



CITA Category	FY2021	FY2022	FY2023	FY2024 to date
Technical Assistance	139	234	331	8

- b. How many times did ODR refer District residents to OHR in FY 21, FY 22, FY 23, and FY 24, to date?**

**Agency Response:**

The chart below shows the number of times ODR referred an individual to the DC Office of Human Rights in FY2021, FY2022, FY2023, and FY2024 to date. Information regarding the residency of parties to the requests for information received is confidential. The complainants requesting relief must authorize disclosure of such information.

CITA Category	FY2021	FY2022	FY2023	FY2024 to date
Referrals to OHR	11	55	31	8

- c. How many times did ODR assist District residents with filing complaints with the Office of Human Rights in FY 21, FY 22, FY 23, and FY 24, to date?**

**Agency Response**

OHR makes referrals to the Office of Human Rights which assists District residents with filing complaints as needed in compliance with the ADA.

## Other

### **51. List all regulations for which the agency is responsible for oversight or implementation. List by chapter and subject heading, including the date of the most recent revision for each chapter.**

#### **Agency Response**

ODR is responsible for oversight of the District's compliance with Titles I and II of the ADA, as well as other federal and local disability rights laws, including the Disability Rights Protection Act of 2006, which created the office. Additionally, the agency assists the District to ensure compliance with the following:

- *Section 504 of the Rehabilitation Act of 1973. 29 U.S.C. 794 (1978).*
- *21<sup>st</sup> Century Communications Video Accessibility Act. Pub. L. 111-260 (2010).*
- *Mental Health Consumers Rights Protection Act. DC Code §7-1231 (Oct 21,2001).*
- *DC American Sign Language Legal Recognition. DC Code §38-2431 (Oct 26, 2001).*
- *DC Human Rights Act of 1977. DC Code §2-1401-1411 (amended Apr 11, 2019).*
- *Mayor's Order 2017-10 on Enhancing Compliance with the Disability Rights Protection Act and the ADA (January 11, 2017).*
- *Mayor's Order 2012-160 on Video Accessibility for Persons who Are Deaf and Hard of Hearing (September 27, 2012).*
- *Mayor's Order 2008-38 on Establishment of the DC Commission on Persons with Disabilities (March 13, 2008).*
- *Mayor's Order 2008-64 on Appointing the Office of Disability Rights as EEO Counselor for Employees with Disabilities (April 17, 2008).*
- *Mayor's Order 2008-69 on Designation of the Office of Disability Rights to Provide Coordination of the ADA Compliance Program for the District Government and Assignment of Related Responsibilities to Other District Government Agencies (April 25, 2008).*

### **52. Share an update on the District's Olmstead Community Integration Plan.**

#### **Agency Response**

The District's Olmstead Community Integration Plan – One Community for All ("Olmstead Plan"), covering calendar years 2021-2024 is the culmination of collaborative efforts with, and contributions from, numerous District residents with disabilities, their family members, disability organizations, community advocates, and fourteen (14) government agencies. The Olmstead Plan identifies and focuses on three main priorities:

- Housing;
- Health Care and Wellness Supports; and
- Employment.

Fiscal Year 2023 was the second full year of its implementation, and ODR continues to collect data to evaluate programs and services in furtherance of this mandate. The District continues to provide Safe at Home adaptations to offer individuals with disabilities the adaptations to remain in their homes, decrease the number of days until an individual is discharged from segregated housing and placed in their chosen community, transition more

individuals into Medicaid home and community-based services, support employment, and provide housing to individuals with disabilities. Programs that had seen a decrease due to the pandemic, such as DACL's Safe at Home adaptations, have rebounded. The District obtained its targets in all areas where the participating agencies were measured and held accountable, such as the percentage of people successfully employed and remain so for 90 days or more, percentage of high school students with disabilities who receive pre-employment transition services, and improving the accessibility of pick up/drop off zones.

ODR is beginning the process to plan the District's Olmstead Plan for CY 2025-2027. ODR is identifying points of contact for relevant District agencies to provide feedback on programs and metrics that need improvement, and soliciting community input from direct and indirect outreach to community stakeholders. ODR is organizing a working group and a series of town hall meetings to provide a plan moving forward.

To learn more about the District's Olmstead Community Integration Plan and the individual agencies' past and current achievements and outcomes, please visit:

<https://odr.dc.gov/page/olmstead>.

**53. Provide an update on the state of accessibility of District government websites.**

- a. Describe any work ODR has done with the Office of the Chief Technology Officer in FY 23 and FY 24, to date to ensure District websites are accessible.**
- b. Does ODR keep lists of District websites that are and are not deemed accessible?**

**Agency Response**

- a. Previously, in partnership with OCTO, ODR created a Web Accessibility Guide in 2013, which serves as an instruction manual when creating new District government websites and ensuring those currently published adhere to the required standards: <https://odr.dc.gov/publication/web-accessibility-guide>. More recently, in partnership with OCTO, ODR has provided technical assistance and Section 508 recommendations to agencies regarding their websites. Agencies continue to make strides in making their web content and materials more accessible by properly converting PDFs from Word documents (instead of scanning documents from copier machines) and uploading them to their websites, providing appropriate alt tags and descriptions to graphics and photos, displaying wording in consistent font and proper color contrast, and developing easy to navigate websites.

In FY2023 and FY2024, OCTO continues to take the lead on ensuring District-wide compliance with website accessibility. In FY2024, ODR will be collaborating with OCTO to conduct reviews to ensure full accessibility for District websites.

- b. ODR does not keep an ongoing list of websites that are deemed accessible. ODR is collaborating with OCTO to conduct audits in FY2024 to ensure full accessibility for District websites.

**54. How does ODR utilize and distribute the "Path to Community Living Resource Guide"?**

- a. In ODR's FY 22 performance oversight pre-hearing questions, (question 34), ODR said that the contact information in the guide needs updating. Has that been completed?**

## Agency Response

The update to the Path to Community Living Resource Guide was completed in FY2023. ODR has strategically implemented the distribution of the guide at various community events and through walk-in services, aiming to reach a broader audience and provide essential information to constituents. The guide covers a range of topics, including mental health information, support services, and community resources, with the goal of empowering individuals with disabilities to make informed decisions about their living and working arrangements.

The distribution of the resource guide aligns with ODR's commitment to fostering an inclusive community and providing support to individuals with disabilities in their pursuit of independent living. ODR encourages community members to take advantage of the guide's wealth of information and welcomes feedback to continuously improve its services.

**55. Explain how the public should report violations of the ADA, section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act to ODR.**

## Agency Response

Submitting a complaint or request to investigate with ODR can be done through our online intake form, by phone, by mail, in-person at our office, by fax, or by email, with the information listed below. We provide guidance and assistance with filing complaints through online video instruction as well as staff help via phone, email, and in person.

DC Office of Disability Rights  
441 4th Street, NW, Suite 729 North  
Washington, DC 20001  
Phone: (202) 724-5055  
Fax: (202) 727-9484  
TTY: (202) 727-3363  
Email: [ODR@dc.gov](mailto:ODR@dc.gov)  
<https://odr.dc.gov/service/agency-ada-coordinators>

**56. Does the District government have resources detailing private businesses' obligations under the ADA, section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act? If so, provide them. If not, what agency or agencies should private businesses contact to seek guidance on their obligations under these laws?**

## Agency Response

ODR does not know if the District possesses adequate resources describing private businesses' obligations under the ADA, Section 504 of the Rehabilitation Act, and the disability rights provisions of the Human Rights Act. An educational campaign targeting private businesses and their legal obligations under these civil rights laws may include collaborative partnerships directed by the Office of Human Rights, Department of Buildings,

Department of Small and Local Business Development, and the Department of Licensure and Consumer Protection.