

Offices	Function/Responsibilities	Number of Personnel
<b>Office of Budget and Performance Management (OBPM)</b>	OBPM manages the formulating of the District government’s annual operating and capital budgets and administering of the District government’s annual performance planning process. In support of these objectives, OBPM leverages data, strategic planning, and innovation to ensure the efficient and effective use of resources and drive continuous improvements to the programs and services that residents, businesses, and visitors receive. OBPM consists of three functional teams: Budget, Performance, and The Lab @ DC. Budget advises the Mayor and City Administrator on financial and budgetary operations of District government and develops the annual budget and financial plan; Performance leads the District’s strategic planning work and development and execution of monitoring and accountability tools; and The Lab @ DC works to drive innovation by helping agencies apply rigorous, scientific methods to their service to District residents;	35
<b>Office of Racial Equity (ORE)</b>	ORE coordinates the District’s effort towards achieving racial equity and intentionally seeks new ways to address the persistent racial inequalities that impact the lives of District residents. The Office’s responsibilities include but are not limited to: establishing a structure to provide oversight of, and advance the District’s goals toward, achieving racial equity; creating a Racial Equity Action Plan and appropriate metrics; developing training materials and opportunities in collaboration with the Office of Human Rights; creating effective systems to capture, coordinate, and share racial equity data across agencies; and coordinating with the newly established Commission on Racial Equity, Social Justice, and Economic Inclusion;	7
<b>Internal Services</b>	IS oversees the Internal Services Cluster made up of agencies that primarily provide services directly to the District government, which are the Departments of General Services and Human Resources and the Offices of the Chief Procurement Officer, the Chief Technology Officer, Risk Management, Labor Relations and Collective Bargaining, and Disability Rights. The value proposition of the Internal Service cluster is to make it easier for external-facing District government agencies to shift to demand-driven delivery of services and information to enhance the customer experience, especially District residents;	7
<b>Communications</b>	The communications team manages communications and external affairs for the Office of the City Administrator and coordinates external communications efforts across government	3

	agencies in the Public Safety and Justice and Government Operations Clusters;	
<b>Operations</b>	Operations provides administrative, financial and logistical support to the City Administrator to ensure accountability for this office; and	2
<b>The Office of Gun Violence Prevention (OGVP)</b>	OGVP leads and coordinates the Building Blocks DC (BBDC) strategy, which brings together all District government agencies to address gun violence and prioritize public safety. BBDC is the Bowser Administration’s whole-of-government approach to addressing retaliatory gun violence in District neighborhoods by focusing on the people and places most at risk. Using public health tools, Building Blocks is designed to connect programs and services to the people impacted by gun violence, as well as remediate environmental issues in neighborhoods affected by gun violence.	6

# GOVERNMENT OF THE DISTRICT OF COLUMBIA



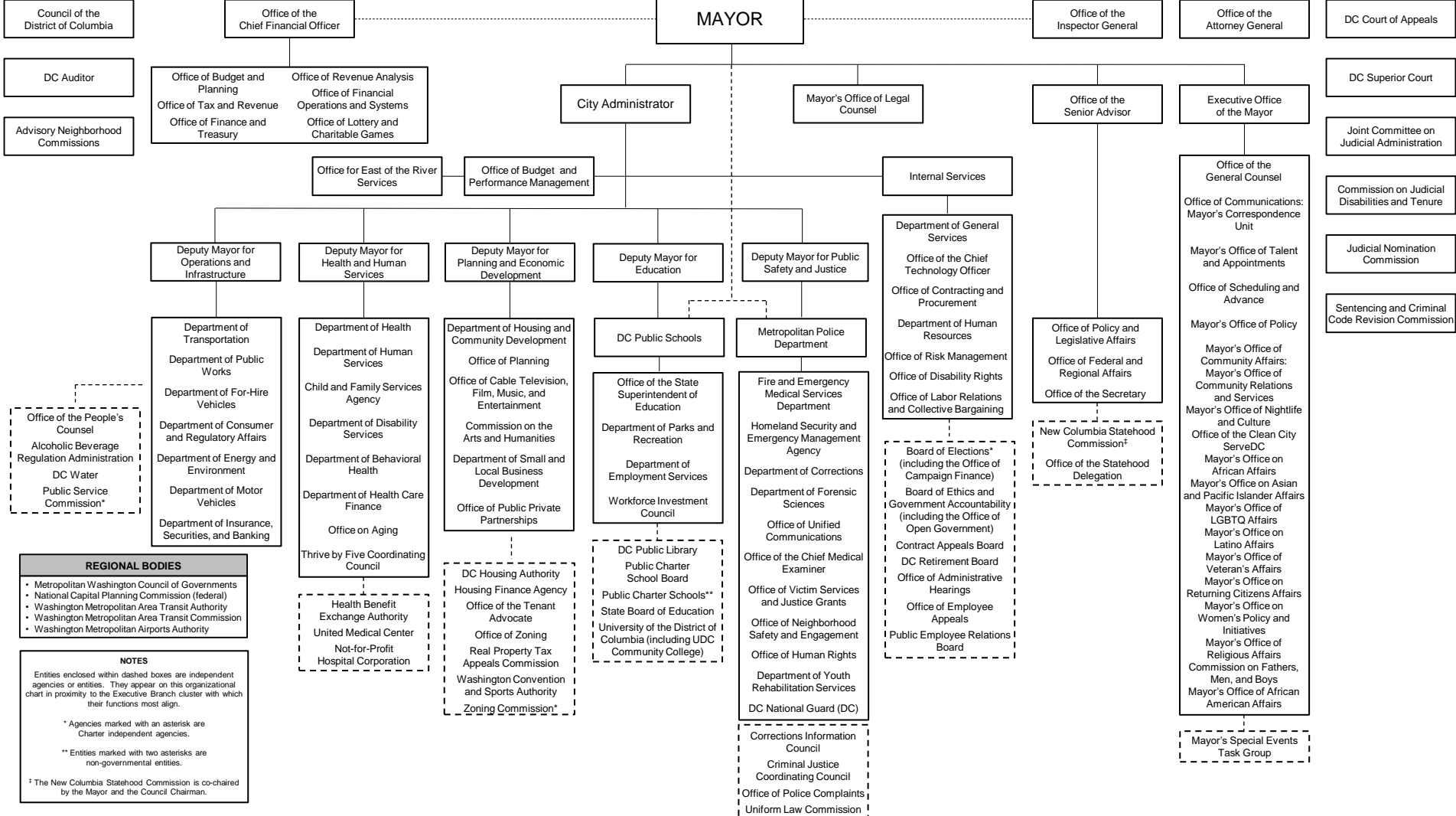
**RESIDENTS**

**EXECUTIVE BRANCH**

**JUDICIAL BRANCH**

**LEGISLATIVE BRANCH**

**MAYOR**



- REGIONAL BODIES**
- Metropolitan Washington Council of Governments
  - National Capital Planning Commission (federal)
  - Washington Metropolitan Area Transit Authority
  - Washington Metropolitan Area Transit Commission
  - Washington Metropolitan Airports Authority

**NOTES**

Entities enclosed within dashed boxes are independent agencies or entities. They appear on this organizational chart in proximity to the Executive Branch cluster with which their functions most align.

\* Agencies marked with an asterisk are Charter independent agencies.

\*\* Entities marked with two asterisks are non-governmental entities.

† The New Columbia Statehood Commission is co-chaired by the Mayor and the Council Chairman.







## Executive Office of the Mayor



### Connect With Us

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[Ask the Mayor](#)



[Muriel Bowser](#)  
Mayor

# Organizational Charts for Agencies and Offices Under the Mayor's Authority

## [Executive Office of the Mayor \(EOM\):](#)

- **Office of Communications:** Works to ensure that the media, residents of and visitors to the District, and District employees have access to accurate, timely information from the Mayor.
- **Mayor's Office of Community Relations and Services (MOCRS):** Serves as the Mayor's primary constituent services organization by providing rapid and

complete responses to constituent requests, complaints, and questions.

- **Mayor's Office of Talent and Appointments (MOTA):** Makes recommendations for outstanding community leaders to serve as appointed leadership staff or members to District boards and commissions.
- **Mayor's Office of Policy and Innovation (MOPI):** Responsible for generating the fresh ideas that allow the District government to better serve District residents, create forwardthinking change, and support a city that is as innovative as it is historic.
- **[Mayor's Office of the General Counsel \(OGC\)](#):** Provides legal counsel to the Mayor, Deputy Mayors' offices, and District agencies.
- **[Mayor's Office of Legal Counsel \(MOLC\)](#):** Provides legal counsel to the Mayor, Deputy Mayors' offices, and District agencies, with particular attention to coordinating legal support with agency general counsels and their staff.
- **[Mayor's Office of Community Affairs \(MOCA\)](#):** Fosters communication and relationships across all eight wards and between the community and District agencies. Oversees the following offices: Mayor's Office on African Affairs, Mayor's Office of African American Affairs, Mayor's Office on Asian and Pacific Islander Affairs, Mayor's Office of the Clean City, Mayor's Office on Fathers, Men, and Boys, Mayor's Office on Latino Affairs, Mayor's Office of LGBTQ Affairs, Mayor's Office of Nightlife and Culture, Mayor's Office of Religious Affairs, Mayor's Office on Returning Citizens Affairs, Mayor's Office of Veterans Affairs, Mayor's Office of Volunteerism and Partnerships, and Mayor's Office on Women's Policy and Initiatives.

**[Office of the Senior Advisor \(OSA\)](#):** Advises the Mayor on the local, regional, federal, and international affairs by providing policy analysis and advancing the legislative agenda. OSA includes three other offices, OPLA, OFRA, and the Office of the Secretary.

- **[Office of Policy and Legislative Affairs \(OPLA\)](#):** Performs policy analysis, develops policy issues and marshals the Mayor's legislative agenda.

- **Office of Federal and Regional Affairs (OFRA)**: Serves as the liaison to federal agencies and advises the Mayor on the key issues with our regional partners and Capitol Hill.
- **Office of the Secretary (OS)**: Serves as the District of Columbia's primary liaison with the diplomatic and international community and is the official resource for executive orders, historic records and ceremonial documents.

**Office of the City Administrator (OCA)**: Responsible for the day-to-day management of the District government, setting operational goals, and implementing the legislative actions and policy decisions of the Mayor and DC Council. The City Administrator reports directly to the Mayor and has direct oversight over all executive-reporting agencies. The City Administrator prepares the District's annual operating budget and provides direction to all agencies to ensure they are meeting the needs of District residents.

**Office of the Deputy Mayor for Operations and Infrastructure (DMOI)**: Oversees the District government's infrastructure and government services agencies to provide a safe, reliable, and robust multimodal transportation network in the District and to develop innovative ways to provide faster, more transparent, and customer-friendly government services for residents, non-residents, and businesses.

- **District Department of Transportation (DDOT)**: Delivers safe, reliable, and easy navigable roads for District residents, commuters, and visitors.
- **Department of Motor Vehicles (DMV)**: Processes parking, photo enforcement, and minor moving violation tickets, issues driver certification and identification services to District residents, provides certification and inspection services for District vehicles, and issues parking permits.
- **Department of Public Works (DPW)**: Provides environmental services/solid waste management services (trash and recycling collection, sanitation education and enforcement, graffiti removal, public litter can service, fall leaf collection, and street and alley cleaning) and street parking enforcement.
- **Department of For Hire Vehicles (DFHV)**: Regulates the vehicle-for-hire industry to allow the residents and visitors of the District of Columbia to have safe, affordable, and accessible transportation options.
- **The Department of Buildings (DOB)** is responsible for regulating construction activity in the District of Columbia. The agency operates a consolidated permit

operations division, reviews all construction documents to ensure compliance with building codes and zoning regulations, and has inspection and oversight authority, through which construction activity, building systems, and rental housing establishments are inspected, with violations cited and, if necessary, abatement pursued within the limits of the law.

- **The Department of Licensing and Consumer Protection (DLCP)** is responsible for regulating business activity in the District of Columbia. The agency protects consumers, issues business and professional licenses, registers corporations, inspects weighing and measuring devices used for monetary profit, and issues special events permits.
- **Department of Energy and Environment (DOEE)**: Enforces environmental regulations; monitors and assesses environmental risks; develops energy and environmental policies; issues permits (e.g., asbestos abatement permits and hazardous material management permits); and provides residents and local businesses with funding, technical assistance, and information on initiatives designed to ensure a more resilient and sustainable city.
- **Department of Insurance, Securities and Banking (DISB)**: Ensures District residents have access to a wide choice of insurance, securities, and banking products and services, and that they are treated fairly by the companies and individuals that provide those services.

**Office of the Deputy Mayor for Health and Human Services (DMHHS)**: Oversees the District's health and human support service agencies in order to coordinate a comprehensive system of benefits, goods, and services across multiple agencies to ensure that children, youth, and adults, with and without disabilities, can lead healthy, meaningful, and productive lives.

- **DC Health**: Identifies and educates the public about health risks; prevents and controls diseases, injuries, and exposure to environmental hazards; promotes effective community collaborations; and optimizes equitable access to community resources.
- **Department of Human Services (DHS)**: Administers public benefit programs (e.g., Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); and medical assistance programs) and other

programs offering connections to work opportunities, economic assistance, and support services (e.g., child care assistance, burial assistance, emergency rental assistance, eviction prevention assistance, etc.).

- **Child and Family Services Agency (CFSA)**: Responsible for protecting child victims and those at risk of abuse and neglect and assisting their families.
- **Department of Disability Services (DDS)**: Delivers the following services to individuals with disabilities: (1) Outreach and service coordination services; and (2) Development and management of a provider network delivering community residential, day, vocational, employment, individual, and family support services.
- **Department of Behavioral Health (DBH)**: Provides prevention, intervention, and treatment services and supports for children, youth, and adults with mental and/or substance use disorders including emergency psychiatric care and communitybased outpatient and residential services.
- **Department of Health Care Finance (DHCF)**: Administers the District's Medicaid program, insurance programs for immigrant children, the State Child Health Insurance Program (SCHIP or CHIP), and Medical Charities (a locally funded program).
- **Department of Aging and Community Living (DACL)**: Serves District residents 60 and older, adults living with disabilities, and those who care for them through a variety of programs including community activities and events, nutrition and transportation services, healthcare and insurance counseling, caregiver support resources, and adult protective services.
- **Thrive by Five**: Works to ensure that every family in the District is knowledgeable of and connected to programs and resources, ranging from maternal health to early childhood supports, needed not only to survive but to thrive.

### **Office of the Deputy Mayor for Planning and Economic Development (DMPED)**:

Oversees District agencies involved in the coordination, planning, supervision, and

execution of economic development efforts with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue.

- **Department of Housing and Community Development (DHCD)**: Works to preserve and increase the supply of quality affordable housing; increase homeownership opportunities; revitalize neighborhoods; and promote community development.
- **Office of Planning (OP)**: Performs planning for neighborhoods, corridors, districts, historic preservation, public facilities, parks, open spaces, and individual sites. Engages in urban design, land use, and historic preservation review. Conducts historic resources research and community visioning, and manages, analyzes, maps, and disseminates spatial and US Census data.
- **Office of Cable Television, Film, Music and Entertainment (OCTFME)**: Produces and broadcasts programming for the District's public, educational, and government access cable channels and digital radio station. Regulates the District's cable television service providers. Provides customer service for cable subscribers and supports a sustainable creative economy and labor market in the District.
- **Department of Small and Local Business Development (DSLBD)**: Supports the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District's commercial corridors.

**Office of the Deputy Mayor for Education (DME)**: Oversees the District's education agencies to develop and implement a District-wide education strategy.

- **District of Columbia Public Schools (DCPS)**: The agency overseeing the District's public schools.
- **Office of the State Superintendent of Education (OSSE)**: Serves as the District's liaison to the U.S. Department of Education and works closely with the District's traditional and public charter schools to oversee all federal education programs and related grants administered in the District, develop state-level standards

aligned with school, college, and workforce readiness expectations, ensure access to high-quality child care and universal pre-kindergarten for eligible District families, and provide resources and supports to assist the District's most vulnerable student populations.

- **Department of Parks and Recreation (DPR)**: Supervises many of the District's recreation and community centers, parks, athletic fields, playgrounds, spray parks, tennis courts, community gardens, dog parks, aquatic facilities and features.
- **Department of Employment Services (DOES)**: Connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities.
- **DC Works: Workforce Investment Council (WIC)**: A private sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system. Members of the WIC include representatives from the private sector, local business representatives, government officials, organized labor, youth community groups, and organizations with workforce investment experience.

**Office of the Deputy Mayor for Public Safety and Justice (DMPSJ)**: Oversees the District's public safety agencies to develop and lead interagency public safety initiatives to improve the quality of life in the District's neighborhoods.

- **Metropolitan Police Department (MPD)**: The primary law enforcement agency for the District.
- **Fire and Emergency Medical Services Department (FEMS)**: Provides prehospital treatment and transportation, fire prevention, fire suppression, and fire rescue activities.
- **Homeland Security and Emergency Management Agency (HSEMA)**: Leads the planning and coordination of homeland security and emergency management



efforts to ensure that the District is prepared to prevent, protect against, respond to, mitigate and recover from all threats and hazards.

- **Office of the Chief Medical Examiner (OCME)**: Provides forensic services to government agencies, health care providers and citizens in the Washington, D.C. metropolitan area to ensure that justice is served and to improve the health and safety of the public.
- **Office of Victim Services and Justice Grants (OVSJG)**: Develops, funds, and coordinates programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. This includes: (1) Coordinating communitybased and District agency services for victims of crime and justice involved individuals; (2) Managing efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile delinquency prevention, juvenile justice diversion, mentoring, and gang intervention efforts; and (3) Serving as the State-Administering Agency responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance.
- **Office of Neighborhood Safety and Engagement (ONSE)**: Fosters communitybased strategies to help prevent violence and increase public safety, rooted in a public health approach to violence prevention, recognizing that reducing crime is not accomplished by law enforcement alone.
- **Office of Human Rights (OHR)**: Enforces local and federal human rights laws, including the DC Human Rights Act, by providing a legal process to those who believe they have been discriminated against, and investigates practices and policies in the District that may be discriminatory.
- **Department of Youth Rehabilitation Services (DYRS)**: Responsible for the supervision, custody, and care of young people charged with a delinquent act in the District and detained in a DYRS facility while awaiting adjudication or committed to DYRS by a DC Family Court judge following adjudication.



**Internal Services (IS)**: A division of OCA, led by the Assistant City Administrator, which oversees the District agencies that provide services directly to the District government.

- **Department of General Services (DGS)**: Builds, maintains, and sustains the District's real estate portfolio by: (1) Managing capital improvements and construction; (2) Covering utility and energy services such as electricity, steam, and water; (3) Providing specialized maintenance at District schools; and (4) Providing security at key District facilities.
- **Office of the Chief Technology Officer (OCTO)**: Develops, implements, and maintains the District's technology infrastructure; develops and implements major enterprise applications; establishes and oversees technology policies and standards for the District; provides technology services and support for District agencies, and develops technology solutions to improve services to businesses, residents and visitors in all areas of District government.
- **Office of Contracting and Procurement (OCP)**: Partners with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.
- **Department of Human Resources (DCHR)**: Provides human resource management to the District government.
- **Office of Risk Management (ORM)**: Responsible for: (1) Settling claims made against the District arising out of the alleged negligence or wrongful act of a District officer or employee that are not the subject of civil or administrative litigation; (2) Assessing risk and preventing liability and injury; and (3) Administering the District's public workers compensation and tort liability programs.
- **Office of Disability Rights (ODR)**: Responsible for ensuring that the programs, services, benefits, activities, and facilities operated or funded by the District are fully accessible to and usable by people with disabilities.

- **Office of Labor Relations and Collective Bargaining (OLRCB)**: Represent the District in labor issues by: (1) Representing management in before the Public Employee Relations Board in representation matters, unit determinations, unfair labor practices, negotiability appeals, arbitration appeals and impasse proceedings; (2) Representing the Mayor and District departments, offices, and agencies in collective bargaining over term working conditions, compensation agreements, and their impact on conditions of employment; and (3) Developing and presenting cases before third party neutrals in mediation and arbitration proceedings.

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**ATTACHMENT Q 16 and 17**

<b>OCA Studies, Research Papers, Reports, and Analyses from Fiscal Year 2023 and 2024 (to date)</b>					
<b>Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Publication</b>	<b>Author</b>	<b>Grant/ Fund</b>
911 Nurse Triage Line	Evaluation of the 911 Nurse Triage Line program called “Right Care, Right Now,” wherein eligible non-emergency 911 cases are randomly assigned to nurses who arrange for non-ambulance transportation to a primary or urgent care clinic.	Results complete and published. Final journal publication pending.	<a href="#">Pre-print publication</a> released in November 2022; final publication conditionally accepted at Nature Human Behavior (anticipated in Spring 2024).	OCA	LJAF and Local
911 Behavioral Health Diversion	Civic design research to support the launch of a 911 behavioral health diversion program and associated data analysis.	Civic design research complete and findings shared with implementing agencies to inform program operations in Summer 2023. Data analysis plan in development.	TBD: the timing of our study and subsequent reporting will shift based on program roll out.	OCA	Local and SLFRF
Automated Traffic Enforcement Risky Driver Messaging	Predictive model to identify drivers at risk of traffic violations and targeted proactive messages to high-risk drivers. Evaluation of intervention.	Predictive model findings used to inform ATE Task Force. Intervention fielded Summer 2023. Data collection runs through June 2024. Internal analysis is underway.	Predictive model report expected Spring 2024. Evaluation report expected Fall 2024.	OCA	Local and SLFRF
Career MAP	Evaluation of a new program to support families experiencing financial instability.	Program launched. 5 year-experiment in the field. Data collection and analysis underway.	Program application form published Summer 2022. <a href="#">Pre-analysis plan</a> published December 2023. Annual evaluation reports	OCA	Local and SLFRF

**Commented [SQ1]:** For Helder, this is all the lab-specific reports, would the ATE Taskforce reports also go one here for OCA as a whole?

**Commented [G(2R1)]:** Also Annual SLFRF report from Budget Team?

**Commented [GK(3)]:** Arbitrarily, if we have a LEM co-captain, I’ve said this is SLFRF

**Commented [GK(4)]:** Not included: ATE Taskforce (ORE should enter this? And ATE Pilot (forthcoming)

**Commented [SQ5R4]:** Not on our behalf for the taskforce and since the pilot still hasn’t been decided on we can leave it off

**Commented [SQ6R4]:** Added comment above for Helder

**ATTACHMENT Q 16 and 17**

			expected FY24-FY28. Final analysis expected FY29		
Curbside Parking Data Analysis	Data analysis for measuring metered parking occupancy to inform demand-based price in Performance Parking Zones.	Model in development.	Report expected in Fall 2024.	OCA	Local and SLFRF
DC Leading Educators towards Advanced Degrees (DC LEAD)	Civic design research to inform the launch and design of the DC LEAD scholarship and incentive program. Data analysis of program outputs.	Program launched. Civic design research completed. Data analysis shared with OSSE in Fall 2023 to inform program operations and budget formulation.	Program application form published Summer 2022.	OCA	Local and SLFRF
DCPS Attendance Model	Predictive model to identify students at risk of chronic absenteeism and targeted proactive interventions to support attendance.	Model developed and results delivered to DCPS in August 2020. This project was tabled due to the pandemic's effect on schools.	A report may be issued in FY24, but no report is required due to the resolution of the project.	OCA	Local
Fire Risk Prediction	Predictive models and paired evaluation to prioritize commercial and residential buildings, separately, for fire inspection.	Commercial building model and associated field validation evaluation in development. Residential building model to follow.	Commercial model expected in late 2024. The timing of our study and subsequent reporting will shift based on model implementation.	OCA	Local and SLFRF
Flexible Rent Subsidy (DC Flex) for Families	Evaluation of a new program that allocates a fixed annual subsidy for low-income families' use for rent and housing maintenance.	Experiment in the field (year five of five). Analysis of year one complete. Findings shared with DHS and ICH in November 2019 to inform FY21 budget formulation.	<a href="#">US HUD Publication</a> August 2021. <a href="#">Urban Affairs Review Publication</a> July 2022. Presentation based on year 2-4 findings submitted to Summer 2024 conference	OCA	LJAF, Local, and SLFRF

**Commented [GK(7)]:** Omitted committed: DOB Doing business. Justification:  
 - Based on status updates, this project is still being scoped. Project isn't yet on our website, so it's not technically in our count of "projects" yet and I doubt anyone will be expecting to see it here.

**Commented [SQ8]:** Is this right? It seems like they already have the initial model or maybe they're viewing that as the completion of all of the iterations of the first model

**Commented [GK(9R8)]:** Shifted language to reflect final "commercial" model. Date is very squishy.

**ATTACHMENT Q 16 and 17**

		Analysis of data from years 2-4 underway, nearing completion.	and report expected fall 2024.		
Flexible Rent Subsidy (DC Flex) for Singles	Evaluation of a new program that allocates a fixed annual subsidy for low-income single individuals' use for rent and housing maintenance.	Experiment in the field (year 1 of 5). Data collection underway.	Interim report expected late 2025. Final report expected FY2029.	OCA	Local and SLFRF
Food Access for Older Adults	Civic design research to understand and improve efforts to increase food security for older adults.	Project complete. Findings delivered to DACL in Spring 2023 and Age Friendly DC in February 2024.	<a href="#">Final Report</a> and <a href="#">One-Page</a> published November 2023.	OCA	Local and SLFRF
High Impact Tutoring (HIT) Early Implementation	Civic design research and qualitative study of first-year implementation of HIT through Out of School Time Grants.	Study complete. Findings shared with OSSE and DME in Summer 2022 to inform program operations.	<a href="#">Final Report</a> published in Summer 2023.	OCA	Local and SLFRF
Housing Vouchers Application Form Improvements	Civic design research to inform the launch and redesign of the housing vouchers application forms.	Redesign complete. Training and implementation underway.	Revised application expected to launch Spring 2024.	OCA	Local and SLFRF
Housing Vouchers Resident Experience	Civic design research to explore, with resident researchers, how to improve residents' ability to use housing vouchers.	Study complete. Report finalization pending agency reviews.	Publication expected Spring 2024.	OCA	Local and SLFRF
Interagency Council on Homelessness Employment Analysis	Data analysis of if/how the Department of Employment Services' programs help people experiencing homelessness.	Analysis complete. Findings presented to ICH to inform Homeward DC 2.0. Finalizing report based on partner comments.	<a href="#">Presentation</a> published in September 2019. Comments received from Full report is expected to be published in Spring 2024.	OCA	LJAF and Local

ATTACHMENT Q 16 and 17

MPD ELUCD/Zency	Design and analysis of integrating community sentiment measures into police community engagement efforts.	Project complete.	Grant report from MPD submitted to BJA in Fall 2023	OCA/MPD	Local and Bureau of Justice Assistance (US DOJ) via MPD
National Museum of African American History and Culture Training Evaluation	Evaluation of a joint training program between the Metropolitan Police Department, the National Museum of African American History and Culture, and history professors from the University of the District of Columbia for police recruits and all sworn members. The goal of this program is to provide MPD members with more historical context about the police profession and its relationship with African Americans in the United States and in the District, in particular.	Experiment complete; analysis is ongoing.	Journal submission and public preprint expected in Summer/Fall 2024.	OCA/MPD	Local
ONSE Cognitive Behavioral Therapy	Evaluation of cognitive behavioral therapy for people who have experienced violence.	Experiment could not be completed as planned. Final report on descriptive and qualitative findings is under review/revision.	Comments received from ONSE; finalization slowed due to ONSE leadership change. Publication expected in Spring 2024.	OCA	LJAF and Local
ONSE Rental Assistance	Civic design research to establish a rental assistance program for	This project was tabled due to shifts in ONSE priorities.	TBD if/when project restarts	OCA	Local and SLFRF

Commented [GK(10): @Quinney, Sam (EOM)] to confirm

Commented [GK(11): Remove from table?

Commented [SQ12R11]: Yup

Commented [SQ13R11]: Actually, we can keep this as TBD for this year and see

**ATTACHMENT Q 16 and 17**

	ONSE People of Promise and Pathways alum.				
Reimagining High Schools	Evaluation of OSSE’s Advanced Internship Program for Career and Technical Education concentrators.	Intervention in progress. Data collection and analysis underway. First year survey findings shared with OSSE in Fall 2023 to inform program operations and budget formulation.	<a href="#">Pre-analysis plan</a> published November 2023. Annual evaluation reports expected FY25-FY28.	OCA	Local and SLFRF
Reimagining the Role of Police Stops in Public Safety	Workshop series to understand the experienced harms and benefits of police stops, how to reimagine their role in public safety, and culminating in a Workshop White Paper, Policy Recommendations, and Learning Agenda.	Workshop held October 2020.	Publication March 2023 of <a href="#">white paper</a> , <a href="#">policy considerations</a> , and <a href="#">learning agenda and measurement guide</a> .	OCA, Georgetown University Center for Innovations in Community Safety, Howard Law University School of Law; Howard University Thurgood Marshall Civil Rights Center	Local
Summer EBT	Civic design to support application system and launch of Summer EBT benefits.	Application design underway with DHS, OSSE, and OP.	Application expected to be delivered spring 2024	OCA	Local and SLFRF
WMATA Low-income Fare Product	Pilot of a low-income fare product for metro and bus transit use, as well as an evaluation of impact on access to vital services and sustained employment.	Pilot concluded October 2023. Analysis ongoing. Early findings shared with DDOT, DOEE, and WMATA in late 2023 to inform program operations and budget formulation.	<a href="#">Implementation lessons</a> presented at the Research to Practice Transit Symposium October 2023. Mobility and well-being findings presented at Transportation Research	OCA	LJAF, DDOT research funds, and Local

**ATTACHMENT Q 16 and 17**

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			Board January 2024. Final report expected in summer 2024.		
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**ATTACHMENT Q49**

**ONGOING PROGRAMS  
FY22 & FY23**

<b>Program Name</b>	<b>Program Description and Goals</b>	<b>Number of Years Program has Operated</b>	<b>FY 23 Program Budget</b>	<b>FY23 % Spending to Date</b>	<b>Target Population</b>	<b>Program Successes</b>
Lab @ DC	The Lab uses civic design and scientific insights and methods to test and improve policies and provide timely, relevant, and high-quality analysis to inform the District's most important decisions. Research teams provide additional capacity to agencies to run Randomized Control Trials, predictive models, and resident-centered design projects.	7 Years	\$2.9M	15.5% (\$448,000)	All residents of the District	The Lab's achievements are described in the responses to the Committee's pre-hearing questions.
Office of Racial Equity	Coordinates the District's effort towards achieving racial equity and intentionally seeks new ways to address the persistent racial inequalities that impact the lives of District residents.	1 Year	\$750,000	24.5% \$182,000	All residents of the District	ORE's achievements are described in the responses to the Committee's pre-hearing questions.
Office of Gun Violence Prevention	Address gun violence using a public health approach by connecting residents to mental health services, stable housing, good paying jobs, education, and other critical supports.	1 Year	\$400,000	\$400,000	Residents who have been victims or perpetrators of gun violence or who reside in communities most impacted	OGVP's achievements are described in the responses to the Committee's pre-hearing questions.

# Kevin Donahue City Administrator

Vacant  
Executive Assistant

Jennifer Reed  
Budget &  
Performance Director

Lakeisha Walker  
Executive Assistant

Barry Kreiswirth  
General Counsel &  
Senior Policy Advisor

Helder Gil  
Chief of Staff

Christopher Rodriguez  
Assistant City Administrator

Amber A. Hewitt  
Chief Equity Officer  
Office of Racial Equity

Vacant  
Office of Gun Violence  
Director

Jason Kim  
Deputy Budget Director

Lia Katz  
Chief Performance Officer

Samuel Quinney  
The Lab @ DC Director

Bradley O'Neil  
Attorney Advisor

Bianca Lugo Lewis  
Communications Director

Monica Swintz  
Chief of Staff

Chikarlo Leak  
Policy & Operations  
Director

MeghanMarie Fowler-Finn  
Chief Administrative  
Officer

Jeannette Fernandez  
Associate Operating Director

Jennifer Stankevich  
Senior Projects Manager

Katherine Gan  
Deputy Director

Christina Murphy  
Senior Operations Advisor

Michael McLaughlin  
Senior Operations Analyst

Taylor Battle  
Public Affairs Specialist

Vacant  
Policy Analyst

Benjamin Hampton  
Associate Capital Director

Carl Anderson  
Senior Performance & Data Analyst

Renzo Massari  
Senior Data Science Manager

Vacant  
Senior Policy Advisor

Emma Hurler  
Program Analyst

Emily Ruskin  
Policy and Data Analyst

Adrian Richardson  
Law Enforcement Liaison

Chloe Cohen  
Senior Budget Analyst

Shawana Lachir  
Performance & Data Analyst

Karissa Minnich  
Senior Civic Design Researcher  
Manager

Alexa Hornbeck  
Associate Director  
of Messaging

Brittany Williams  
Program Analyst

Marcelo Bohrt  
Policy and Data Analyst

Kandis Catalan  
Community Engagement Specialist

Kyle Mansfield  
Senior Budget Analyst

Nerissa Lemon  
Performance & Data Analyst

Amelie Hecht  
Senior Social Scientist

Tonya Frazier  
Administrative Officer

Alexina Jeannite  
Grants Specialist

Allyson Brown  
Training Specialist

Amy Mack  
Policy And Program Advisor

Timothy Sell  
Senior Budget Analyst

Carolyn Wu  
Performance & Data Analyst

Jackson Crum  
Data Scientist

Vacant  
Contract Specialist

Vacant  
Management Analyst

Carmen Berry  
Special Assistant

Rafael Moreno  
Data Scientist

Christopher Murray  
Senior Budget Analyst

Anamita Gall  
Civic Design Researcher

Vacant  
Administrative Officer

Joshua Tuch  
Senior Budget Analyst

Sweta Maturu  
Civic Design Researcher

Jennifer T. Klein  
Senior Program Coordinator

Alyssa Huberts  
Social Scientist

Joseph Tso  
Senior Budget Analyst

Nathan Dignazio  
Data Scientist

Richard Kevin Harrington  
Senior Program Coordinator

Ryan Flynn  
Civic Design Researcher

Colin Kutney  
Operations Analyst

Roxanne Oroxom  
Social Scientist

Jasmine M. Robinson  
Senior Budget Analyst

Nellie Moore  
Civic Design Researcher

Vacant  
Program Analyst

Vacant  
Senior Operations Analyst

Position St:	Position N:	Title	Name	Vacant	Stat	Program
A	00091222	Civic Design Researcher		V		100154
A	00097820	Executive Assistant		V		100154
A	00100222	Data Scientist	Moreno Contreras,Rafael An	F		100154
A	00102555	Senior Policy Advisor		V		100154
A	00109116	Program Analyst		V		500280
A	00038816	Senior Program Coordinator	Klein,Jennifer T	F		500026
A	00043609	Senior Budget Analyst	Tso,Joseph	F		500026
A	00047076	Senior Program Coordinator	Harrington,Richard Kevin	F		500026
A	00105686	Operations Analyst	Kutney,Colin	F		500026
A	00109789	Senior Budget Analyst	Robinson,Jasmine M	F		500026
A	00099590	Senior Operations Analyst		V		500029
A	00085848	Contract Specialist		V		100003
A	00042747	Management Analyst (HR Liaison		V		100154
A	00044755	Administrative Officer	Frazier,Tonya	F		100154

CostCenter Reports to Name

50076	Minnich Karissa
50076	Murphy Christina D
50076	Fowler-Finn Meghan Marie
50076	Donahue Kevin J
50369	VACANT
50077	Kim Jason
50077	Kim Jason
50077	Kim Jason
50077	Reed Jennifer R
50077	Kim Jason
50081	Swintz Monica
50079	GIL HELDER O
50080	GIL HELDER O
50080	Murphy Christina D

**OFFICE OF THE CITY ADMINISTRATOR**

<b>Name</b>	<b>Job Title</b>	<b>DC Residency Pr</b>
Alexina Jeannite	Grants Management Specialist	Not a DC Resident
Allyson Brown	Training Specialist	DC Res Claim Pref
Alyssa Huberts	Social Scientist	DC Res Claim Pref
Amber Hewitt	Chief Equity Officer	Res-Req EX,ES,SEAS, High Comp
Amelie Hecht	Senior Social Scientist	DC Res Claim Pref
Amy Mack	Policy Advisor	DC Res Claim Pref
Anamita Gall	Civic Design Researcher	DC Res Claim Pref
Barry Kreiswirth	Senior Legal Advisor	DC Res No Claim Pref
Benjamin Hampton	Associate Budget Director	Res-Req EX,ES,SEAS, High Comp
Bianca Lugo Lewis	Communications Director	DC Res Claim Pref
Bradley O'Neil	Attorney Advisor	DC Res No Claim Pref
Brittany Williams	Program Analyst	DC Res Claim Pref
Carl Anderson	Performance and Data Analyst	DC Res Claim Pref
Carmen Berry	Special Assistant	DC Res Claim Pref
Carolyn Wu	Performance and Data Analyst	Not a DC Resident
Chikarlo Leak	Deputy Director	DC Res Claim Pref
Chloe Cohen	Senior Budget Analyst	Res-Req EX,ES,SEAS, High Comp
Christina Murphy	Senior Operations Advisor	Not a DC Resident
Christopher Murray	Senior Budget Analyst	Claimed Res Pref-Fulfilled
Colin Kutney	Operations Analyst	DC Res Claim Pref
Danielle Moore	Civic Design Researcher	DC Res No Claim Pref
Emily Ruskin	Senior Policy Advisor	DC Res No Claim Pref
Emma Hurler	Program Analyst	DC Res No Claim Pref
HELDER GIL	Chief of Staff	Claimed Res Pref-Fulfilled
Jackson Crum	Data Scientist	DC Res No Claim Pref
Jasmine Robinson	Senior Budget Analyst	Res-Req EX,ES,SEAS, High Comp
Jason Kim	Deputy Budget Director	Res-Req EX,ES,SEAS, High Comp
Jeannette Fernandez	Associate Budget Director	Claimed Res Pref-Fulfilled
Jennifer Klein	Senior Program Coordinator	DC Res No Claim Pref
Jennifer Reed	Budget Director	Claimed Res Pref-Fulfilled
Jennifer Stankevich	Senior Project Manager	DC Res Claim Pref
Joseph Tso	Senior Budget Analyst	Res-Req EX,ES,SEAS, High Comp
Joshua Tuch	Senior Budget Analyst	Res-Req EX,ES,SEAS, High Comp
Kandis Catalan	Public Affairs Specialist	DC Res Claim Pref
Karissa Minnich	Civic Design Research Manager	DC Res No Claim Pref
Katherine Gan	Deputy Director of the Lab @DC	Claimed Res Pref-Fulfilled
Katherine Matthews	Social Scientist	Not a DC Resident
Kevin Donahue	City Administrator	Claimed Res Pref-Fulfilled
Konjit Lachir	Performance and Data Analyst	Not a DC Resident
Lia Katz	Chief Performance Officer	Res-Req EX,ES,SEAS, High Comp
Marcelo Bohrt	Policy and Data Analyst	DC Res Claim Pref
Meghan Fowler-Finn	Operations Manager	DC Res Claim Pref
Michael McLaughlin	Program Analyst	DC Res Claim Pref
Monica Swintz	Operations Manager	Res-Req EX,ES,SEAS, High Comp
Nathan Dignazio	Data Scientist	DC Res No Claim Pref

Nerissa Lemon	Performance and Data Analyst	DC Res No Claim Pref
Rafael Moreno Contreras	Data Scientist	DC Res Claim Pref
Renzo Massari	Senior Data Science Manager	DC Res Claim Pref
Richard Harrington	Senior Program Coordinator	Claimed Res Pref-Fulfilled
Roxanne Oroxom	Social Scientist	Not a DC Resident
Ryan Flynn	Civic Design Researcher	DC Res No Claim Pref
Samuel Quinney	Director of the Lab @ DC	Res-Req EX,ES,SEAS, High Comp
Sweta Maturu	Civic Design Researcher	DC Res No Claim Pref
TIMOTHY SELL	Senior Budget Analyst	Res-Req EX,ES,SEAS, High Comp
Taylor Battle	Public Affairs Specialist	DC Res No Claim Pref
Tonya Frazier	Administrative Officer	Not a DC Resident

Office of The City Administrator (AE0)  
Schedule A January 17, 2024

Funding Agency Program	Title	Position Number	Hire Date	Reg/Temp/Term	F/P Time	Vacant Stat	Values		FTE x Dist %	
							Sum of Salary	Fringe Benefits 20.7%		
AE0	100003	Associate Director	00085849	8/29/2022	Reg	F	F	\$85,791.36	\$17,758.81	1
		Communications Director	00109920	5/8/2023	Reg	F	F	\$125,000.00	\$25,875.00	1
		Contract Specialist	00085848	(blank)	(blank)	F	V	\$93,069.00	\$19,265.28	1
	<b>100003 Total</b>						<b>\$303,860.36</b>	<b>\$62,899.09</b>	<b>3</b>	
100154	Administrative Officer	00044755	9/7/2004	Reg	F	F	\$138,184.00	\$28,604.09	1	
	Attorney Advisor	00087610	4/25/2022	Reg	F	F	\$116,259.00	\$24,065.61	1	
	Chief of Staff	00047162	10/29/2007	Reg	F	F	\$182,129.52	\$37,700.81	1	
	City Administrator	00063462	1/2/2015	Reg	F	F	\$286,519.28	\$59,309.49	1	
	Civic Design Researcher	00091222	(blank)	(blank)	F	V	\$80,784.00	\$16,722.29	1	
	Data Scientist	00100222	9/26/2022	Reg	F	F	\$90,805.00	\$18,796.64	1	
	Executive Assistant	00097820	(blank)	(blank)	F	V	\$80,784.00	\$16,722.29	1	
	Management Analyst (HR Liaison)	00042747	(blank)	(blank)	F	V	\$93,069.00	\$19,265.28	1	
	Senior Legal Advisor	00048561	3/21/2005	Reg	F	F	\$182,129.52	\$37,700.81	1	
	Senior Operations Advisor	00091220	7/20/2009	Reg	F	F	\$141,707.00	\$29,333.35	1	
	Senior Policy Advisor	00102555	(blank)	(blank)	F	V	\$133,122.00	\$27,556.25	1	
<b>100154 Total</b>						<b>\$1,525,492.32</b>	<b>\$315,776.91</b>	<b>11</b>		
500026	Associate Budget Director	00087529	11/4/2019	Reg	F	F	\$139,410.25	\$28,857.92	1	
		00092332	9/30/2019	Reg	F	F	\$139,410.25	\$28,857.92	1	
	Budget Director	00042765	1/20/2015	Reg	F	F	\$215,631.61	\$44,635.74	1	
	Chief Performance Officer	00047277	2/1/2016	Reg	F	F	\$148,253.44	\$30,688.46	1	
	Civic Design Research Manager	00102088	1/22/2017	Reg	F	F	\$136,500.94	\$28,255.69	1	
	Civic Design Researcher	00091224	1/7/2019	Reg	F	F	\$113,950.00	\$23,587.65	1	
		00093359	9/18/2017	Term	F	F	\$110,967.00	\$22,970.17	1	
		00104819	11/8/2021	Term	F	F	\$95,816.00	\$19,833.91	1	
		00105089	11/8/2021	Term	F	F	\$95,816.00	\$19,833.91	1	
	Data Scientist	00094610	3/28/2022	Term	F	F	\$90,805.00	\$18,796.64	1	
		00105537	4/11/2022	Term	F	F	\$90,805.00	\$18,796.64	1	
	Deputy Budget Director	00091223	9/10/2012	Reg	F	F	\$178,558.35	\$36,961.58	1	
	Deputy Director of the Lab @ DC	00087530	1/9/2017	Reg	F	F	\$146,190.06	\$30,261.34	1	
	Director of the Lab @ DC	00090858	1/19/2016	Reg	F	F	\$160,191.29	\$33,159.60	1	
	Executive Assistant	00105342	10/13/2015	Reg	F	F	\$93,311.00	\$19,315.38	1	
	Operations Analyst	00105686	1/3/2023	Reg	F	F	\$96,052.00	\$19,882.76	1	
		00112595	(blank)	(blank)	F	V	\$65,285.00	\$13,514.00	1	
	Performance and Data Analyst	00085238	8/1/2022	Reg	F	F	\$85,794.00	\$17,759.36	1	
		00087531	2/14/2022	Reg	F	F	\$96,052.00	\$19,882.76	1	
		00105087	5/9/2022	Term	F	F	\$83,289.00	\$17,240.82	1	
		00105088	7/18/2022	Term	F	F	\$83,289.00	\$17,240.82	1	
	Senior Budget Analyst	00021651	9/6/1988	Reg	F	F	\$165,167.31	\$34,189.63	1	
		00042803	9/27/2021	Reg	F	F	\$116,522.00	\$24,120.05	1	
		00043609	1/2/2024	Reg	F	F	\$116,500.00	\$24,115.50	1	
		00047838	6/21/2022	Reg	F	F	\$116,522.00	\$24,120.05	1	
		00097465	7/5/2022	Reg	F	F	\$114,800.00	\$23,763.60	1	
		00109789	7/31/2023	Reg	F	F	\$116,000.00	\$24,012.00	1	
	Senior Data Science Manager	00091221	3/30/2020	Reg	F	F	\$137,847.61	\$28,534.46	1	
	Senior Program Coordinator	00038816	5/13/2019	Reg	F	F	\$107,984.00	\$22,352.69	1	
		00047076	8/27/2018	Reg	F	F	\$115,000.00	\$23,805.00	1	
	Senior Project Manager	00044595	11/17/2014	Reg	F	F	\$117,045.00	\$24,228.32	1	
	Senior Social Scientist	00097504	4/25/2022	Reg	F	F	\$130,046.88	\$26,919.70	1	
Social Scientist	00105535	3/14/2022	Term	F	F	\$90,805.00	\$18,796.64	1		
	00105536	2/13/2023	Term	F	F	\$102,018.00	\$21,117.73	1		
	00105538	4/25/2022	Term	F	F	\$105,001.00	\$21,735.21	1		
<b>500026 Total</b>						<b>\$4,116,635.99</b>	<b>\$852,143.65</b>	<b>35</b>		
500029	Assistant City Administrator	00073646	(blank)	(blank)	F	V	\$208,004.00	\$43,056.83	1	
	Grants Management Specialist	00092025	8/28/2023	Reg	F	F	\$88,300.00	\$18,278.10	1	
	Operations Manager	00097690	1/9/2017	Reg	F	F	\$163,078.78	\$33,757.31	1	
	Program Analyst	00097772	11/8/2021	Term	F	F	\$83,289.00	\$17,240.82	1	
		00100393	8/27/2018	Reg	F	F	\$93,311.00	\$19,315.38	1	
		00111930	1/3/2023	Reg	F	F	\$103,333.00	\$21,389.93	1	
	Senior Operations Analyst	00099590	(blank)	(blank)	F	V	\$93,069.00	\$19,265.28	1	
<b>500029 Total</b>						<b>\$832,384.78</b>	<b>\$172,303.65</b>	<b>7</b>		
500033	Chief Equity Officer	00097516	4/5/2021	Reg	F	F	\$160,191.29	\$33,159.60	1	
	Deputy Director	00092291	9/21/2015	Reg	F	F	\$163,422.10	\$33,828.37	1	
	Policy and Data Analyst	00104392	7/3/2023	Reg	F	F	\$93,069.00	\$19,265.28	1	
	Public Affairs Specialist	00104534	3/19/2018	Reg	F	F	\$90,805.00	\$18,796.64	1	
	Senior Policy Advisor	00088466	8/16/2021	Reg	F	F	\$109,999.00	\$22,769.79	1	
	Special Assistant	00103188	5/2/2016	Reg	F	F	\$116,933.00	\$24,205.13	1	
	Training Specialist	00043663	12/7/2020	Reg	F	F	\$96,052.00	\$19,882.76	1	
<b>500033 Total</b>						<b>\$830,471.39</b>	<b>\$171,907.58</b>	<b>7</b>		
500280	Director of Gun Violence Preve	00103037	(blank)	(blank)	F	V	\$169,148.00	\$35,013.64	1	
	Operations Manager	00109699	7/30/2012	Reg	F	F	\$148,565.55	\$30,753.07	1	
	Policy Advisor	00091219	5/29/2018	Reg	F	F	\$141,707.00	\$29,333.35	1	
	Program Analyst	00109116	(blank)	(blank)	F	V	\$80,784.00	\$16,722.29	1	
	Public Affairs Specialist	00109115	8/26/2013	Term	F	F	\$90,805.00	\$18,796.64	1	
	Senior Policy Advisor	00111514	(blank)	(blank)	F	V	\$109,999.00	\$22,769.79	1	
<b>500280 Total</b>						<b>\$741,008.55</b>	<b>\$153,388.77</b>	<b>6</b>		
<b>AE0 Total</b>						<b>\$8,349,853.39</b>	<b>\$1,728,419.65</b>	<b>69</b>		
<b>Grand Total</b>						<b>\$8,349,853.39</b>	<b>\$1,728,419.65</b>	<b>69</b>		

ATTACHMENT Q3

Employees Detailed to the Office of the City Administrator

<b>Office of the City Administrator Details and FY23 &amp; FY24</b>					
<b>Employee Name</b>	<b>Detailed From</b>	<b>Detailed To</b>	<b>Reason for Detail</b>	<b>Date of Detail</b>	<b>Projected Date of Return</b>
Sharona Morgan	Department of Consumer and Regulatory Affairs	Office of the City Administrator	To assist with administrative functions	01/02/2015	TBD









FY 2024						Totals		<b>\$ 11,187.80</b> \$ -   \$ 3,722.02   \$ 3,722.54   \$ 3,743.24						
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Agency Code	Fiscal Year	First Name	Last Name	Email	Vendor	Phone#	Service Type	Device Type	Office	FY Total	FY One Time Charge	OCT	NOV	DEC
AE	2024	JASMINE	ROBINSON	jasmine.robinson@dc.gov	AT&T	2022303039	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	CARMEN	BERRY	carmen.berry2@dc.gov	AT&T	2022510287	Cellular	iPhone 13 128GB	OCA	\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	MARCELO	BOHRT	marcelo.bohrt@dc.gov	AT&T	2022516021	Cellular		OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	HELDER	GIL	helder.gil@dc.gov	AT&T	2022571393	Tablet with wire	ipad pro 11-inch 64GB		\$ 108.69	\$ -	\$ 36.23	\$ 36.23	\$ 36.23
AE	2024	JENNIFER	REED	jennifer.reed@dc.gov	AT&T	2022573068	Cellular	iPhone 13 128GB	OCA	\$ 162.92	\$ -	\$ 54.30	\$ 54.31	\$ 54.31
AE	2024	W.LANCE	HOLT	eom.atc@dc.gov	AT&T	2022575653	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	LIA	KATZ	lia.katz@dc.gov	AT&T	2022576654	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	SHARONA	MORGAN	sharona.morgan@dc.gov	AT&T	2022586895	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	JENNIFER	KLEIN	jennifer.klein@dc.gov	AT&T	2022622522	Cellular	iPhone 13 128GB	OCA	\$ 132.92	\$ -	\$ 44.30	\$ 44.31	\$ 44.31
AE	2024	MARK	HARDEE	mark.hardee@dc.gov	AT&T	2022649431	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	ERS	SPARE	eom.atc@dc.gov	VerizonWL	2022863277	Tablet with wire	IPAD Pro 10.5 256 GB		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	KEVIN	DONAHUE	kevin.donahue@dc.gov	FirstNet	2022865028	Cellular	iphone 6	OCA	\$ 139.62	\$ -	\$ 46.54	\$ 46.54	\$ 46.54
AE	2024	JACK	CRUM	jack.crum@dc.gov	VerizonWL	2022866128	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	BRITTANY	WILLIAMS	brittany.williams@dc.gov	AT&T	2022868509	Cellular	iPhone 13 128GB	OCA	\$ 132.92	\$ -	\$ 44.30	\$ 44.31	\$ 44.31
AE	2024	KANDIS	CATALAN	kandis.catalan@dc.gov	FirstNet	2023046107	Cellular	iPhone XR 64GB		\$ 124.38	\$ -	\$ 41.46	\$ 41.46	\$ 41.46
AE	2024	ALEXA	HORNBECK	alexa.hornbeck@dc.gov	VerizonWL	2023064248	Cellular	iPhone 13 128 GB		\$ 151.62	\$ -	\$ 50.54	\$ 50.54	\$ 50.54
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2023069329	Tablet with wire	iPad Pro 12.9"	OCA	\$ 146.28	\$ -	\$ 48.76	\$ 48.76	\$ 48.76
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2023087334	Tablet with wire	10.5 IPAD PRO	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	RAFAEL	MORENO	rafael.moreno@dc.gov	AT&T	2023087888	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	AMY	MACK	Amy.Mack@dc.gov	AT&T	2023209304	Cellular	iPhone 13 128GB		\$ 162.93	\$ -	\$ 54.31	\$ 54.31	\$ 54.31
AE	2024	SWETA	MATURU	sweta.maturu@dc.gov	AT&T	2023407038	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	JASON	KIM	jason.kim@dc.gov	AT&T	2023407070	Cellular	iPhone 13 128GB	OCA	\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	BRADLEY	ONEIL	bradley.oneil@dc.gov	AT&T	2023407378	Cellular	iphone 6		\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	ANAMITA	GALL	anamita.gall@dc.gov	VerizonWL	2023407526	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AMBER	HEWITT	amber.hewitt1@dc.gov	AT&T	2023407677	Cellular	iPhone 13 128GB	OCA	\$ 132.91	\$ -	\$ 44.29	\$ 44.31	\$ 44.31
AE	2024	ANDREA	LOZADA	andrea.lozada@dc.gov	AT&T	2023408372	Cellular	iPhone 13 128GB	OCA	\$ 132.93	\$ -	\$ 44.31	\$ 44.31	\$ 44.31
AE	2024	KARISSA	MINNICH	Karissa.Minnich@dc.gov	AT&T	2023411149	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	TIMOTHY	SELL	timothy.sell@dc.gov	AT&T	2023414195	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	COLIN	KUTNEY	colin.kutney@dc.gov	AT&T	2023415359	Cellular	iPhone 13 128GB		\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	KATHERINE	GAN	katie.gan@dc.gov	AT&T	2023415910	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	KYLE	MANSFIELD	kyle.mansfield@dc.gov	AT&T	2023511046	Cellular	iPhone 13 128GB	OCA	\$ 132.92	\$ -	\$ 44.30	\$ 44.31	\$ 44.31
AE	2024	CAROLYN	WU	carolyn.wu@dc.gov	AT&T	2023511099	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	RYAN	FLYNN	ryan.flynn@dc.gov	AT&T	2023511823	Cellular	iPhone 13 128GB	OCA	\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	MEGHAN	MARIEFOWLERFINN	meghanmarie.fowlerfinn@d	AT&T	2023555074	Cellular	iPhone 13 128GB		\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	CARL	ANDERSON	carl.anderson@dc.gov	AT&T	2023590788	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	MARIA	ALVA	maria.alva@dc.gov	AT&T	2023603865	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	ANDREW	DEBRAGGIO	andrew.debraggio@dc.gov	VerizonWL	2023808428	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AE	SPARE	eom.atc@dc.gov	VerizonWL	2023842365	Tablet with wire	iPad Air 2		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	ERS	SPARE	eom.atc@dc.gov	VerizonWL	2023846129	Tablet with wire	iPad Air 2		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	BIANCA	LUGOLEWIS	bianca.lugolewis@dc.gov	AT&T	2023944396	Cellular	iPhone 13 128GB		\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	SAM	QUINNEY	sam.quinney@dc.gov	AT&T	2023944468	Cellular	iPhone 13 128GB	OCA	\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	AARON	TINCH	aaron.tinch@dc.gov	VerizonWL	2024091062	Cellular	iPhone 13 128 GB		\$ 127.50	\$ -	\$ 42.50	\$ 42.50	\$ 42.50
AE	2024	CHLOE	COHEN	chloe.cohen@dc.gov	AT&T	2024120523	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	LASHARN	BOWDEN	Lasharn.Bowden@dc.gov	VerizonWL	2024270065	Cellular	iPhone 13 128 GB	SWMA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	ALEXINA	JEANNITE	alexina.jeannite@dc.gov	VerizonWL	2024270226	Cellular	iPhone 13 128GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	TONYA	FRAZIER	tonya.frazier1@dc.gov	AT&T	2024275731	Cellular	iPhone 13 128GB		\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	BEN	HAMPTON	ben.hampton@dc.gov	AT&T	2024312069	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2024411672	Air-Card/ MiFi			\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	MONICA	SWINTZ	monica.swintz@dc.gov	FirstNet	2024598338	Cellular	iPhone 8		\$ 139.62	\$ -	\$ 46.54	\$ 46.54	\$ 46.54

AE	2024	MAYO	SONKO	mayo.sonko@dc.gov	VerizonWL	2024941183	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	NADYA	SYAZSA	nadya.syazsa@dc.gov	VerizonWL	2024977169	Cellular	iPhone 13 128 GB		\$ 112.50	\$ -	\$ 37.50	\$ 37.50	\$ 37.50
AE	2024	ERS	SPARE	eom.atc@dc.gov	VerizonWL	2025060317	Tablet with wire	10.5 IPAD PRO		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SYLVIE	ABOOKIRE	sylvie.abookire@dc.gov	AT&T	2025502453	Cellular	iPhone 13 128GB	OCA	\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	DANIELLE	MOORE	Nellie.Moore@dc.gov	AT&T	2025509387	Cellular	iPhone 13 128GB	PERMIT	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2025538175	Tablet with wire	iPad Pro 12.9"		\$ 146.28	\$ -	\$ 48.76	\$ 48.76	\$ 48.76
AE	2024	LEONARD	GOLDEN	leonard.Golden@dc.gov	VerizonWL	2025680116	Air-Card/ MiFi	VZW MIFI 2200		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	HANNAH	ELI	hannah.eli@dc.gov	AT&T	2025682437	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	KATIE	OCONNELL	katie.oconnell@dc.gov	VerizonWL	2025790253	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	ROXANNE	OROXOM	roxanne.oroxom@dc.gov	VerizonWL	2025916816	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	JENNIFER	REED	Jennifer.Reed@dc.gov	VerizonWL	2026030850	Laptop	iPad Pro 12.9"	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	BRITTANY	WILLIAMS	Brittany.Williams5@dc.gov	VerizonWL	2026030913	Tablet with wire	10.5 IPAD PRO	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	RENZO	MASSARI	renzo.massari@dc.gov	VerizonWL	2026034212	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	JEANNETTE	FERNANDEZ	jeannette.fernandez@dc.gov	VerizonWL	2026035823	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AE	SPAREMIFI	eom.atc@dc.gov	VerizonWL	2026037325	Air-Card/ MiFi	AC791L JetPack 4GLTE		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2026037666	Air-Card/ MiFi	AC791L JetPack 4GL	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	JOSHUA	TUCH	joshua.tuch1@dc.gov	AT&T	2026150276	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	BARRY	KREISWIRTH	barry.kreiswirth@dc.gov	AT&T	2026152091	Cellular	iPhone 13 128GB	OCA	\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	AMELIE	HECHT	amelie.hecht@dc.gov	VerizonWL	2026153786	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AESPAREMIFI	AESPAREMIFI	eom.atc@dc.gov	VerizonWL	2026411597	Cellular	AC791L JetPack 4GLTE		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	AE	SPAREMIFI	eom.atc@dc.gov	VerizonWL	2026413662	Air-Card/ MiFi	AC791L JetPack 4GLTE		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SHALONDA	CAWTHON	shalonda.cawthon@dc.gov	FirstNet	2026744986	Air-Card/ MiFi	AT & T Unite Express 2 Black		\$ 108.69	\$ -	\$ 36.23	\$ 36.23	\$ 36.23
AE	2024	LINDSEY	DEBOO	lindsey.deboo@dc.gov	AT&T	2026767151	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	SADIE	BARRERA	sadie.barrera@dc.gov	AT&T	2027014835	Cellular	iPhone 13 128GB		\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	SHAWANA	LACHIR	shawana.lachir@dc.gov	AT&T	2027045939	Cellular	iPhone 13 128GB		\$ 162.53	\$ -	\$ 47.27	\$ 47.28	\$ 67.98
AE	2024	NERISSA	LEMON	nerissa.lemon@dc.gov	AT&T	2027053905	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	NATHAN	DIGNAZIO	nathan.dignazio@dc.gov	AT&T	2027104769	Cellular	iPhone 13 128GB	OCA	\$ 132.91	\$ -	\$ 44.29	\$ 44.31	\$ 44.31
AE	2024	TAYLOR	BATTLE	Taylor.battle@dc.gov	AT&T	2027163185	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2027405054	Air-Card/ MiFi	BlackBerry 8830		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	GUY	HAMMOND	guy.hammond@dc.gov	AT&T	2027463067	Cellular	iPhone 7	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	EMILY	RUSKIN	emily.ruskin@dc.gov	VerizonWL	2027482244	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2027639061	Tablet with wire	iPad Air 2	EOM	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	HELDER	GIL	helder.gil@dc.gov	AT&T	2027699468	Cellular	iPhone 13 128GB	DMPSJ	\$ 132.93	\$ -	\$ 44.31	\$ 44.31	\$ 44.31
AE	2024	EMMA	HURLER	emma.hurler@dc.gov	AT&T	2028028499	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	LINDA	HARLEEHARPER	eom.atc@dc.gov	AT&T	2028126466	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	CHIKARLO	LEAK	Chikarlo.Leak2@dc.gov	AT&T	2028129147	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	JENNIFER	REED	Jennifer.Reed@dc.gov	VerizonWL	2028975254	Tablet with wire	iPad Pro 9.7"		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2028978370	Air-Card/ MiFi	Mifi 6620L		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	Payments	Account Level	Payments/Adjustments Not Included in	Agency Level	Account Level				\$ -	\$ -	\$ (0.00)	\$ (0.00)	\$ (0.00)

FY 2024						Totals		<b>\$ 11,187.80</b> \$ -    \$ 3,722.02    \$ 3,722.54    \$ 3,743.24						
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Agency Code	Fiscal Year	First Name	Last Name	Email	Vendor	Phone#	Service Type	Device Type	Office	FY Total	FY One Time Charge	OCT	NOV	DEC
AE	2024	JASMINE	ROBINSON	jasmine.robinson@dc.gov	AT&T	2022303039	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	CARMEN	BERRY	carmen.berry2@dc.gov	AT&T	2022510287	Cellular	iPhone 13 128GB	OCA	\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	MARCELO	BOHRT	marcelo.bohrt@dc.gov	AT&T	2022516021	Cellular		OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	HELDER	GIL	helder.gil@dc.gov	AT&T	2022571393	Tablet with wire	ipad pro 11-inch 64GB		\$ 108.69	\$ -	\$ 36.23	\$ 36.23	\$ 36.23
AE	2024	JENNIFER	REED	jennifer.reed@dc.gov	AT&T	2022573068	Cellular	iPhone 13 128GB	OCA	\$ 162.92	\$ -	\$ 54.30	\$ 54.31	\$ 54.31
AE	2024	W.LANCE	HOLT	eom.atc@dc.gov	AT&T	2022575653	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	LIA	KATZ	lia.katz@dc.gov	AT&T	2022576654	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	SHARONA	MORGAN	sharona.morgan@dc.gov	AT&T	2022586895	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	JENNIFER	KLEIN	jennifer.klein@dc.gov	AT&T	2022622522	Cellular	iPhone 13 128GB	OCA	\$ 132.92	\$ -	\$ 44.30	\$ 44.31	\$ 44.31
AE	2024	MARK	HARDEE	mark.hardee@dc.gov	AT&T	2022649431	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	ERS	SPARE	eom.atc@dc.gov	VerizonWL	2022863277	Tablet with wire	IPAD Pro 10.5 256 GB		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	KEVIN	DONAHUE	kevin.donahue@dc.gov	FirstNet	2022865028	Cellular	iphone 6	OCA	\$ 139.62	\$ -	\$ 46.54	\$ 46.54	\$ 46.54
AE	2024	JACK	CRUM	jack.crum@dc.gov	VerizonWL	2022866128	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	BRITTANY	WILLIAMS	brittany.williams@dc.gov	AT&T	2022868509	Cellular	iPhone 13 128GB	OCA	\$ 132.92	\$ -	\$ 44.30	\$ 44.31	\$ 44.31
AE	2024	KANDIS	CATALAN	kandis.catalan@dc.gov	FirstNet	2023046107	Cellular	iPhone XR 64GB		\$ 124.38	\$ -	\$ 41.46	\$ 41.46	\$ 41.46
AE	2024	ALEXA	HORNBECK	alexa.hornbeck@dc.gov	VerizonWL	2023064248	Cellular	iPhone 13 128 GB		\$ 151.62	\$ -	\$ 50.54	\$ 50.54	\$ 50.54
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2023069329	Tablet with wire	iPad Pro 12.9"	OCA	\$ 146.28	\$ -	\$ 48.76	\$ 48.76	\$ 48.76
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2023087334	Tablet with wire	10.5 IPAD PRO	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	RAFAEL	MORENO	rafael.moreno@dc.gov	AT&T	2023087888	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	AMY	MACK	Amy.Mack@dc.gov	AT&T	2023209304	Cellular	iPhone 13 128GB		\$ 162.93	\$ -	\$ 54.31	\$ 54.31	\$ 54.31
AE	2024	SWETA	MATURU	sweta.maturu@dc.gov	AT&T	2023407038	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	JASON	KIM	jason.kim@dc.gov	AT&T	2023407070	Cellular	iPhone 13 128GB	OCA	\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	BRADLEY	ONEIL	bradley.oneil@dc.gov	AT&T	2023407378	Cellular	iphone 6		\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	ANAMITA	GALL	anamita.gall@dc.gov	VerizonWL	2023407526	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AMBER	HEWITT	amber.hewitt1@dc.gov	AT&T	2023407677	Cellular	iPhone 13 128GB	OCA	\$ 132.91	\$ -	\$ 44.29	\$ 44.31	\$ 44.31
AE	2024	ANDREA	LOZADA	andrea.lozada@dc.gov	AT&T	2023408372	Cellular	iPhone 13 128GB	OCA	\$ 132.93	\$ -	\$ 44.31	\$ 44.31	\$ 44.31
AE	2024	KARISSA	MINNICH	Karissa.Minnich@dc.gov	AT&T	2023411149	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	TIMOTHY	SELL	timothy.sell@dc.gov	AT&T	2023414195	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	COLIN	KUTNEY	colin.kutney@dc.gov	AT&T	2023415359	Cellular	iPhone 13 128GB		\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	KATHERINE	GAN	katie.gan@dc.gov	AT&T	2023415910	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	KYLE	MANSFIELD	kyle.mansfield@dc.gov	AT&T	2023511046	Cellular	iPhone 13 128GB	OCA	\$ 132.92	\$ -	\$ 44.30	\$ 44.31	\$ 44.31
AE	2024	CAROLYN	WU	carolyn.wu@dc.gov	AT&T	2023511099	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	RYAN	FLYNN	ryan.flynn@dc.gov	AT&T	2023511823	Cellular	iPhone 13 128GB	OCA	\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	MEGHAN	MARIEFOWLERFINN	meghanmarie.fowlerfinn@d	AT&T	2023555074	Cellular	iPhone 13 128GB		\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	CARL	ANDERSON	carl.anderson@dc.gov	AT&T	2023590788	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	MARIA	ALVA	maria.alva@dc.gov	AT&T	2023603865	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	ANDREW	DEBRAGGIO	andrew.debraggio@dc.gov	VerizonWL	2023808428	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AE	SPARE	eom.atc@dc.gov	VerizonWL	2023842365	Tablet with wire	iPad Air 2		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	ERS	SPARE	eom.atc@dc.gov	VerizonWL	2023846129	Tablet with wire	iPad Air 2		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	BIANCA	LUGOLEWIS	bianca.lugolewis@dc.gov	AT&T	2023944396	Cellular	iPhone 13 128GB		\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	SAM	QUINNEY	sam.quinney@dc.gov	AT&T	2023944468	Cellular	iPhone 13 128GB	OCA	\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	AARON	TINCH	aaron.tinch@dc.gov	VerizonWL	2024091062	Cellular	iPhone 13 128 GB		\$ 127.50	\$ -	\$ 42.50	\$ 42.50	\$ 42.50
AE	2024	CHLOE	COHEN	chloe.cohen@dc.gov	AT&T	2024120523	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	LASHARN	BOWDEN	Lasharn.Bowden@dc.gov	VerizonWL	2024270065	Cellular	iPhone 13 128 GB	SWMA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	ALEXINA	JEANNITE	alexina.jeannite@dc.gov	VerizonWL	2024270226	Cellular	iPhone 13 128GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	TONYA	FRAZIER	tonya.frazier1@dc.gov	AT&T	2024275731	Cellular	iPhone 13 128GB		\$ 162.91	\$ -	\$ 54.29	\$ 54.31	\$ 54.31
AE	2024	BEN	HAMPTON	ben.hampton@dc.gov	AT&T	2024312069	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2024411672	Air-Card/ MiFi			\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	MONICA	SWINTZ	monica.swintz@dc.gov	FirstNet	2024598338	Cellular	iPhone 8		\$ 139.62	\$ -	\$ 46.54	\$ 46.54	\$ 46.54

AE	2024	MAYO	SONKO	mayo.sonko@dc.gov	VerizonWL	2024941183	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	NADYA	SYAZSA	nadya.syazsa@dc.gov	VerizonWL	2024977169	Cellular	iPhone 13 128 GB		\$ 112.50	\$ -	\$ 37.50	\$ 37.50	\$ 37.50
AE	2024	ERS	SPARE	eom.atc@dc.gov	VerizonWL	2025060317	Tablet with wire	10.5 IPAD PRO		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SYLVIE	ABOOKIRE	sylvie.abookire@dc.gov	AT&T	2025502453	Cellular	iPhone 13 128GB	OCA	\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	DANIELLE	MOORE	Nellie.Moore@dc.gov	AT&T	2025509387	Cellular	iPhone 13 128GB	PERMIT	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2025538175	Tablet with wire	iPad Pro 12.9"		\$ 146.28	\$ -	\$ 48.76	\$ 48.76	\$ 48.76
AE	2024	LEONARD	GOLDEN	leonard.Golden@dc.gov	VerizonWL	2025680116	Air-Card/ MiFi	VZW MIFI 2200		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	HANNAH	ELI	hannah.eli@dc.gov	AT&T	2025682437	Cellular	iPhone 13 128GB	OCA	\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	KATIE	OCONNELL	katie.oconnell@dc.gov	VerizonWL	2025790253	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	ROXANNE	OROXOM	roxanne.oroxom@dc.gov	VerizonWL	2025916816	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	JENNIFER	REED	Jennifer.Reed@dc.gov	VerizonWL	2026030850	Laptop	iPad Pro 12.9"	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	BRITTANY	WILLIAMS	Brittany.Williams5@dc.gov	VerizonWL	2026030913	Tablet with wire	10.5 IPAD PRO	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	RENZO	MASSARI	renzo.massari@dc.gov	VerizonWL	2026034212	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	JEANNETTE	FERNANDEZ	jeannette.fernandez@dc.gov	VerizonWL	2026035823	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AE	SPAREMIFI	eom.atc@dc.gov	VerizonWL	2026037325	Air-Card/ MiFi	AC791L JetPack 4GLTE		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2026037666	Air-Card/ MiFi	AC791L JetPack 4GL	OCA	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	JOSHUA	TUCH	joshua.tuch1@dc.gov	AT&T	2026150276	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	BARRY	KREISWIRTH	barry.kreiswirth@dc.gov	AT&T	2026152091	Cellular	iPhone 13 128GB	OCA	\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	AMELIE	HECHT	amelie.hecht@dc.gov	VerizonWL	2026153786	Cellular	iPhone 13 128 GB	OCA	\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	AESPAREMIFI	AESPAREMIFI	eom.atc@dc.gov	VerizonWL	2026411597	Cellular	AC791L JetPack 4GLTE		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	AE	SPAREMIFI	eom.atc@dc.gov	VerizonWL	2026413662	Air-Card/ MiFi	AC791L JetPack 4GLTE		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SHALONDA	CAWTHON	shalonda.cawthon@dc.gov	FirstNet	2026744986	Air-Card/ MiFi	AT & T Unite Express 2 Black		\$ 108.69	\$ -	\$ 36.23	\$ 36.23	\$ 36.23
AE	2024	LINDSEY	DEBOO	lindsey.deboo@dc.gov	AT&T	2026767151	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	SADIE	BARRERA	sadie.barrera@dc.gov	AT&T	2027014835	Cellular	iPhone 13 128GB		\$ 141.83	\$ -	\$ 47.27	\$ 47.28	\$ 47.28
AE	2024	SHAWANA	LACHIR	shawana.lachir@dc.gov	AT&T	2027045939	Cellular	iPhone 13 128GB		\$ 162.53	\$ -	\$ 47.27	\$ 47.28	\$ 67.98
AE	2024	NERISSA	LEMON	nerissa.lemon@dc.gov	AT&T	2027053905	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	NATHAN	DIGNAZIO	nathan.dignazio@dc.gov	AT&T	2027104769	Cellular	iPhone 13 128GB	OCA	\$ 132.91	\$ -	\$ 44.29	\$ 44.31	\$ 44.31
AE	2024	TAYLOR	BATTLE	Taylor.battle@dc.gov	AT&T	2027163185	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2027405054	Air-Card/ MiFi	BlackBerry 8830		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	GUY	HAMMOND	guy.hammond@dc.gov	AT&T	2027463067	Cellular	iPhone 7	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	EMILY	RUSKIN	emily.ruskin@dc.gov	VerizonWL	2027482244	Cellular	iPhone 13 128 GB		\$ 121.62	\$ -	\$ 40.54	\$ 40.54	\$ 40.54
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2027639061	Tablet with wire	iPad Air 2	EOM	\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	HELDER	GIL	helder.gil@dc.gov	AT&T	2027699468	Cellular	iPhone 13 128GB	DMPSJ	\$ 132.93	\$ -	\$ 44.31	\$ 44.31	\$ 44.31
AE	2024	EMMA	HURLER	emma.hurler@dc.gov	AT&T	2028028499	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	LINDA	HARLEEHARPER	eom.atc@dc.gov	AT&T	2028126466	Cellular	iPhone 13 128GB		\$ 141.84	\$ -	\$ 47.28	\$ 47.28	\$ 47.28
AE	2024	CHIKARLO	LEAK	Chikarlo.Leak2@dc.gov	AT&T	2028129147	Cellular	iPhone 13 128GB	OCA	\$ 141.82	\$ -	\$ 47.26	\$ 47.28	\$ 47.28
AE	2024	JENNIFER	REED	Jennifer.Reed@dc.gov	VerizonWL	2028975254	Tablet with wire	iPad Pro 9.7"		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	SPARE	SPARE	eom.atc@dc.gov	VerizonWL	2028978370	Air-Card/ MiFi	Mifi 6620L		\$ 90.03	\$ -	\$ 30.01	\$ 30.01	\$ 30.01
AE	2024	Payments	Account Level	Payments/Adjustments Not Included in	Agency Level	Account Level				\$ -	\$ -	\$ (0.00)	\$ (0.00)	\$ (0.00)

Office of the City Administrator (AE0)

Q4\_C No vehicles owned, leased

Q4 E No workers' compensation payments paid in FY23 and Q1 of FY24



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
OFFICE OF THE CITY ADMINISTRATOR



**OCA Approval and Tracking Form**

Date submitted: 12/12/22

- For your awareness  
 For your signature

**Document Information**

<b>1. Name of OCA Analyst</b>	Amelie Hecht	<b>3. Date document was received</b>	12/12/22
<b>2. Originating agency</b>	OCA	<b>4. Date needed</b>	12/31/2022
<b>5. Name/title of document</b>	<b>Healthy Eating Research Conference Travel Request</b>		
<b>6. Brief description of document</b>	Request for travel to the Robert Wood Johnson Foundation Healthy Eating Research Annual Conference. The conference will cover state-of-the-art methods for rigorously evaluating food and nutrition programs and policies and will inform ongoing work at the Lab related to food insecurity. All supporting documents included below.		
<b>7. Recommendation</b>	We recommend approving the request.		
<b>8. Additional notes (e.g., prior approvers, controversial aspects, etc.)</b>	Sam Quinney has approved the request.		

**Additional Clearances**

	Jenny Reed	Barry Kreiswirth	Tina Roper	Helder Gil	Kevin Donahue
<b>Approval required</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reviewer approval</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Initials</b>	<i>JReed</i>	<i>Barry Kreiswirth</i>	TR	<i>Helder Gil</i>	Not required for domestic travel
<b>Date</b>	12/28/2022	1/5/2023	1/5/2023	1/6/2023	

**Reviewer Comments (if any)**

Reviewer initials	Comment
TR	Hi Amelie. Please note that, once the request is fully approved, you will need to enter it into DIFs so that your advance and refund can be processed. To enter travel requests into DIFs, you will need to complete a series of video tutorials. I'll forward you the tutorials via email.





**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 REQUEST FOR TRAINING AND TRAVEL AUTHORIZATION FORM**



Training/Travel Request Summary									
Name of Traveler <b>Amelie Hecht</b>		Employee ID: <b>121930</b>		Agency/Department <b>AEO</b>					
Position Title <b>Senior Social Scientist</b>		Training or Conference Dates (DD/MM/YY - DD/MM/YY) <b>03/15/23 - 03/18/23</b>							
Description of Travel/Training <b>Robert Wood Johnson Foundation Healthy Eating Research Annual Meeting</b>		Travel Destination <b>Durham, NC</b>		Total Cost (travel, training, etc.) <b>\$895.25</b>					
Training, Conference Location Address <b>Washington Duke Inn and Golf Club, 3001 Cameron Blvd, Durham, NC 27705</b>		Training or Conference Vendor Name and Address <b>Robert Wood Johnson Healthy Eating Research Annual Meeting</b>							
Donor Name (if travel/training is sponsored)		Donation Application Request No.		Donation Amount					
Transportation Needs									
Mode of Transportation <b>Personal vehicle</b>		Method of Payment <b>Mileage reimbursed at GSA rate of 0.625 per mile (522 miles RT)</b>							
Transportation to Destination <b>Personal vehicle</b>		Point of Departure <b>Washington DC</b>	Travel Date <b>3/15/2023</b>	Carrier Name	Flight or Train ID	Departure Time			
Transportation to Return <b>Personal vehicle</b>		Point of Departure <b>Durham, NC</b>	Travel Date <b>3/18/2023</b>	Carrier Name	Flight or Train ID	Arrival Time			
Lodging Needs									
Hotel Name and Address <b>Washington Duke Inn and Golf Club</b>		Lodging Dates (DD/MM/YY - DD/MM/YY) <b>3/15/23 - 3/18/23</b>		Length of Stay (# of nights) <b>3</b>					
Special Notes									
Costs									
Item	Quantity	Unit Cost	Total Cost	P-Card	Reimbursement				
Transportation (Airline, Train, etc.)	1	\$326.25	\$326.25	\$0.00	\$326.25				
Lodging (Government Rate)	3	\$115.00	\$345.00	\$345.00					
Per Diem	2	\$64.00	\$128.00	\$0.00	\$128.00				
Per Diem (First and Last Day of Travel)	2	\$48.00	\$96.00	\$0.00	\$96.00				
Car Rental (Only If Approved)	0		\$0.00	\$0.00					
Training/Registration Fees	1	\$0.00	\$0.00	\$0.00					
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)	0		\$0.00	\$0.00					
<b>TOTAL</b>				<b>\$345.00</b>	<b>\$550.25</b>				
Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer) Cost center 50077; Account: 7131003									
Agency	Year	Org Code	Fund	Index	PCA	Project/Phase	Grant/Phase	Object	Initials
AEO	2223		1010190						
Traveler Signature									
I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by Title 1, Chapter 8 of the D.C. Municipal Regulations, District of Columbia Employees Travel and Related Expenses or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.									
Signature <i>Amelie Hecht</i>					Date <b>12/8/2022</b>				
Authorizations									
Administration Representative	Sam Quinney		Director, The Lab @ DC		Signature		Date		
AFO or Budget Analyst	James Hurley		AFO		Signature <i>James Hurley</i>		Date <b>1-13-23</b>		
Agency Director or Designee	Kevin Donahue		City Administrator		Signature		Date		



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office Of The City Administrator**



**MEMORANDUM**

**TO:** Kevin Donahue, City Administrator, Office of the City Administrator

**THRU:** Jenny Reed, Director, Office of Budget and Performance Management, OCA  
Sam Quinney, Director, The Lab @ DC, OCA

**FROM:** Amelie Hecht, Senior Social Scientist, The Lab @ DC, OCA

**DATE:** 8-Dec-22

**SUBJECT: TRAVEL/TRAINING JUSTIFICATION**

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This is a request for approval for travel to the Robert Wood Johnson Foundation Healthy Eating Research Annual Conference. This conference is an opportunity for academics, practitioners, and government officials to gather to explore the latest research and innovations in policy and practice related to food and nutrition. Attending this conference will help me stay current with the latest developments in nutrition research, policy, and practice and state-of-the-art methods for rigorously evaluating nutrition programs and policies. This knowledge will help me in my ongoing and future work at the Lab. Specifically, I am currently working on projects with the Department of Aging and Community Living to connect older adults in the District to food access programs that fit their needs and with Department of Human Services to develop a simplified application for older adults in the Supplemental Nutrition Assistance Program. I have also been responsible for reviewing several budget enhancements related to reducing food insecurity in the District and participate in the Interagency Food Program Coordination Work Group. This conference will help equip me with cutting-edge knowledge and skills to work effectively on these tasks, with the goal of decreasing food insecurity among DC residents. Conference registration is free (compared to many academic conferences that cost upward of \$300) so the key expense to the District is for travel and accommodation. The hotel nightly cost is at the government per diem rate.

The request to remain through March 18 is based on additional conference related business meetings with government officials, practitioners and academics.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CITY ADMINISTRATOR  
REQUEST FOR TRAVEL AND TRAINING AUTHORIZATION SUPPLEMENT**

This form must be submitted with the Request for Travel and Training Authorization form (Form TR-1)

**Training Information**

<b>Name of Training</b>	<b>Robert Wood Johnson Foundation Healthy Eating Research Annual Conference</b>
<b>Name of Training Provider</b>	<b>Healthy Eating Research, a national program of the Robert Wood Johnson Foundation</b>
<b>Description of Training</b>	<p>This is a request for approval for travel to the Robert Wood Johnson Foundation Healthy Eating Research Annual Conference. This conference is an opportunity for academics, practitioners, and government officials to gather to explore the latest research and innovations in policy and practice related to food and nutrition. Attending this conference will help me stay current with the latest developments in nutrition research, policy, and practice and state-of-the-art methods for rigorously evaluating nutrition programs and policies. This knowledge will help me in my ongoing and future work at the Lab. Specifically, I am currently working on projects with the Department of Aging and Community Living to connect older adults in the District to food access programs that fit their needs and with Department of Human Services to develop a simplified application for older adults in the Supplemental Nutrition Assistance Program. I have also been responsible for reviewing several budget enhancements related to reducing food insecurity in the District and participate in the Interagency Food Program Coordination Work Group. This conference will help equip me with the cutting-edge knowledge and skills to work effectively on these tasks, with the goal of decreasing food insecurity among DC residents. Conference registration is free (compared to many academic conferences that cost upward of \$300) so the key expense to the District is for travel and accommodation.</p>

**Additional Explanations**

**Explanation of special circumstances requiring early or extended travel.**

NA

**Explanation of special needs and necessary accommodations.**

NA



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR**

**I. Training/Travel Request Summary**

1. Name of Traveler <b>Kevin Donahue</b>		2. Employee ID:		3. Agency/Department (Including Budget Code) <b>OCA (AE0)</b>	
4. Position Title <b>City Administrator</b>		5. Training or Conference Dates: To: <b>4/13/2023</b>		From: <b>4/13/2023</b>	
6. Description of Travel/Training <b>Washington DC Economic Partnership's Annual Meeting</b>		7. Travel Origin <b>Washington</b>		8. Total Cost (Travel, Training, or Conference) <b>District of Columbia</b> <b>\$145.00</b>	
9. Training, Conference or Seminar Event Location Address <b>DC Convention Center - 801 Mt. Vernon Place NW Washington, DC 20001</b>		10. Training or Conference Vendor Name and Address (as it must appear on check)			
11. Sponsor (if applicable)		12. Donation Application Request No.		13. Sponsor's Donation Amount	

**II. Transportation**

14. Mode of Transportation Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input checked="" type="checkbox"/>		15. Method of Payment <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Travel Card <input type="checkbox"/> Other					
Transportation to Destination		16. Point of Departure	17. Travel Date	18. Carrier Name	19. Flight or Train IDs	20. Departure Time	21. Arrival Time
Transportation to Return		22. Point of Departure	23. Travel Date	24. Carrier Name	25. Flight or Train IDs	26. Departure Time	27. Arrival Time

**III. Lodging**

28. Hotel Name and Address <b>N/A</b>		29. Hotel Phone	
30. Lodging Dates From		To	
31. Length of Stay(Nights)			

Special Notes

**IV. Total Cost**

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)	N/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Government Rate)	N/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem	N/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)	N/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)	N/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition	1		\$145.00	\$0.00	\$0.00	\$145.00	\$145.00	\$0.00
Books/Materials	N/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$145.00</b>	<b>\$0.00</b>

**V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)**

Fund	Agency	Program	Cost Center	Account	Project	Award	Task	Future 1	Future 2
<b>1010001</b>	<b>AE0</b>	<b>100154</b>	<b>50076</b>	<b>7131002</b>					

**VI. Traveler Signature**

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by 6-B DCMR Chapter 40 or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature 	Date <b>3/1/2023</b>
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**VII. Authorizations**

Administration Representative	Name (Printed)	Title	Signature	Date
AFO or Budget Analyst	<b>James Hurley</b>	<b>AFO</b>		<b>3-6-23</b>
Agency Director or Designee	Name (Printed)	Title:	Signature	Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CITY ADMINISTRATOR**



**OCA Approval and Tracking Form**

Date submitted: 9/12/23

- For your awareness  
 For your signature

**Document Information**

<b>1. Name of OCA Analyst</b>	Dr. Amber Hewitt	<b>3. Date document was received</b>	09/12/23
<b>2. Originating agency</b>	OCA	<b>4. Date needed</b>	09/15/23
<b>5. Name/title of document</b>	CNHED Conference attendance request		
<b>6. Brief description of document</b>	Conference documents for awareness.		
<b>7. Recommendation</b>	We recommend signing the agreement.		
<b>8. Additional notes (e.g., prior approvers, controversial aspects, etc.)</b>			

**Additional Clearances**

		<b>Barry Kreiswirth</b>	<b>Christina Murphy</b>	<b>Helder Gil</b>	<b>Kevin Donahue</b>
<b>Approval required</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reviewer approval</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Initials</b>		DK	Colm	Colm on behalf of FHG	
<b>Date</b>		9/25/23	9/25/23	9/25/23	

**Reviewer Comments (if any)**

<b>Reviewer initials</b>	
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MAYOR'S OFFICE OF RACIAL EQUITY

John A. Wilson Building | 1350 Pennsylvania Ave, NW, Suite 513 | Washington, DC 20004



**MEMORANDUM**

TO: Kevin Donahue  
City Administrator

THRU: Helder Gil *Christina Murphy on behalf of Helder Gil*  
Chief of Staff

FROM: *Amber Hewitt*  
Amber Hewitt  
Chief Equity Officer

DATE: 9/6/2023

SUBJECT: Request for Conference Attendance

I am formally requesting authorization to attend the following non-district government conference and workshop on September 26-27, 2023.

Second Annual Equitable Communities Conference: A Focus on Racial Equity  
JW Marriot Hotel  
1331 Pennsylvania Avenue NW  
Washington, DC 20004

The **CNHED Equitable Communities Conference** is a full-day program focusing on how developers, community-based organizations, and government entities have launched and employed meaningful initiatives, resources, and tools that actively promote racial equity systems change in the District. The goal of this conference is to look beyond "racial equity rhetoric" and focus intently on specific high-impact change at the systems level. Throughout the day, attendees will not only learn about the field's progression in the racial equity space but workshop new, innovative ways to implement racial equity strategies that yield high-impact systems change. The Community Engagement for Equitable Development Conference is part of CNHED's annual [Community Development Week](#).

Your consideration to approve the attached travel request is greatly appreciated.

APPROVED:

NOT APPROVED:

Kevin Donahue

Kevin Donahue







**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
(Agency Name)**



**TR-3 REQUEST FOR TRAVEL EXPENSE REIMBURSEMENT FORM**

<b>I. Travel Package Control</b>	
1. Name of Traveler <i>Amber Hewitt</i>	2. Employee ID: _____
4. Position Title <i>Director</i>	3. Agency _____
5. Travel Date: _____ From: _____	
6. Description of Travel/Training _____	7. Travel Destination _____
8. Training, Conference or Seminar Cost _____	

<b>II. Traveler Advance Request</b>	
7. Traveler Home Address: _____	9. Reimbursement Requested
	Reimbursement Owed to Traveler <input type="checkbox"/> Complete section III not IV
	Reimbursement Owed to the District <input type="checkbox"/> Complete section IV not III
10. Number 202-340-7677	
11. Special Notes: _____	

III. Owed to the Traveler		IV. Owed to the District	
Item	Dollar Amount	Item	Dollar Amount
Total Cost of Travel		Total Cost of Travel	\$0.00
Advance Amount	\$0.00	Advance Amount	\$0.00
Reimbursement Amount Owed		Reimbursement Amount Owed	\$0.00
<b>TOTAL Amount Requested for Reimbursement</b>			
Enter Amount either from Section III or Section IV			

<b>VI. Traveler Signature</b>	
<p>I certify that I am requesting expense reimbursement for travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by Title 1, Chapter 8 of the D.C. Municipal Regulations, District of Columbia Employees Travel and Related Expenses or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.</p>	
Signature _____	Date _____

<b>V. Review Checklist</b>
Travel Coordinator signs that the package is <u>Complete</u> , containing all required documentation: refer to SOP 890.100 for required documentation
Signature of Coordinator _____

Line Item	Receipt #1	Receipt #2	Receipt #3	Total Cost	Line Item	Receipt #1	Receipt #2	Receipt #3	Total Cost
Reviewers must calculate each expense item and write total amounts by hand.					Reviewers must calculate each expense item and write total amounts by hand.				
Training/Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00	Training/Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00
Transportation (Airlines, Train, Lodging, Fees)	\$0.00	\$0.00	\$0.00	\$0.00	Transportation (Airlines, Train, Lodging, Fees)	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Hotel, Tax)	\$0.00	\$0.00	\$0.00	\$0.00	Lodging (Hotel, Tax)	\$0.00	\$0.00	\$0.00	\$0.00
Food & Beverages (if more than 15 receipts are provided for food, reviewers should agree to use a combined per day calculation)	See attached document	\$0.00	\$0.00		Food & Beverages (if more than 15 receipts are provided for food, reviewers should agree to use a combined per day calculation)	\$0.00	\$0.00	\$0.00	\$0.00
Personal Car (Mileage x \$0.535)	See attached document	\$0.00	\$0.00	\$0.00	Personal Car (Mileage x \$0.535)	\$0.00	\$0.00	\$0.00	\$0.00
Ground Travel (Shuttles, Car Rental, Parking Fees)	\$0.00	\$0.00	\$0.00		Ground Travel (Shuttles, Car Rental, Parking Fees)	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL COST</b>				\$0.00	<b>TOTAL COST</b>				\$0.00
Paperwork Accuracy <input type="checkbox"/>					Paperwork Accuracy <input type="checkbox"/>				
All receipts were provided					All receipts were provided				
All Required Fields are Completed					All Required Fields are Completed				
Dollar Amount calculate correctly					Dollar Amount calculate correctly				
Information appears to be accurate					Information appears to be accurate				
No Found Spelling Errors					No Found Spelling Errors				
Reviewer # 1 _____					Reviewer #2 _____				
Print Name: _____					Print Name: _____				

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the City Administrator, The Lab @ DC



MEMORANDUM

**TO:** Sam Quinney, Director, The Lab @ DC, OCA  
Christina Murphy, Agency Administrative Officer  
James Hurley, Agency Financial Officer

**THRU:** Katie Gan, Deputy Director, The Lab @ DC, OCA  
Tonya Frazier, Financial Manager, OFRM

**FROM:** Roxanne Oroxom, Social Scientist, The Lab @ DC, OCA  
Alyssa Huberts, Social Scientist, The Lab @ DC, OCA  
Nellie Moore, Civic Design Researcher, The Lab @ DC, OCA

**DATE:** November 17, 2023

**SUBJECT:** TRAVEL/TRAINING JUSTIFICATION | 2024 TRB ANNUAL MEETING

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Roxanne Oroxom, Alyssa Huberts, and Nellie Moore are seeking approval to register for the 2024 Transportation Research Board (TRB) Annual Meeting. The cost is \$745 per person. The conference will take place from January 7, 2024 - January 11, 2024.

Our paper "Can Free or Half-Price Discounted Transit Increase Public Transportation Use for Low-Income Residents? Evidence from a Randomized Pilot Program in Washington, DC" has been peer-reviewed by a TRB committee and recommended for presentation on January 8, 2024 at the TRB Annual Meeting. Attending the Annual Meeting is an opportunity to get feedback on our analyses from transit experts. We will also use the Annual Meeting as a chance to connect with the transit community more broadly and learn about other transit-related research.

**NOTE:** This should include the description/purpose/justification of the travel. Please refer to I-40-01, Processing Training and Travel Requests, for additional information.





**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**DC MURIEL BOWSER, MAYOR**

**I. Training/Travel Request Summary**

1. Name of Traveler <b>Roxanne Oroxom</b>		2. Employee ID <b>00121493</b>		3. Agency/Department (Including Budget Code) <b>OCA (AE0)</b>	
4. Position Title <b>Social Scientist</b>		5. Training or Conference Dates From: <b>1/7/2024</b> To: <b>1/11/2024</b>			
6. Description of Travel/Training The Transportation Research Board (TRB) Annual Meeting is an annual event for policy makers, practitioners, researchers, and other professionals to meet and discuss the latest in transportation research.		7. Travel Origin <b>N/A</b>		8. Total Cost (Travel, Training, or Conference) <b>\$745.00</b>	
9. Training, Conference or Seminar Event Location Address <b>901 Massachusetts Ave NW, Washington, DC 20001/801 Mt Vernon Pl NWWashington, DC 20001</b>		10. Training or Conference Vendor Name and Address (as it must appear on check) <b>Transportation Research Board (TRB) Annual Meeting/The National Academies of Sciences, Engineering, and Medicine</b>			
11. Sponsor (if applicable) <b>N/A</b>		12. Donation Application Request No. <b>N/A</b>		13. Sponsor's Donation Amount <b>N/A</b>	

**II. Transportation**

14. Mode of Transportation - N/A Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>			15. Method of Payment - N/A <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>				
Transportation to Destination <b>N/A</b>		16. Point of Departure <b>N/A</b>	17. Travel Date <b>N/A</b>	18. Carrier Name <b>N/A</b>	19. Flight or Train IDs <b>N/A</b>	20. Departure Time <b>N/A</b>	21. Arrival Time <b>N/A</b>
Transportation to Return <b>N/A</b>		22. Point of Departure <b>N/A</b>	23. Travel Date <b>N/A</b>	24. Carrier Name <b>N/A</b>	25. Flight or Train IDs <b>N/A</b>	26. Departure Time <b>N/A</b>	27. Arrival Time <b>N/A</b>

**III. Lodging**

28. Hotel Name and Address <b>N/A</b>		29. Hotel Phone <b>N/A</b>
30. Lodging Dates <b>N/A</b>		<b>N/A</b>
31. Length of Stay(Nights) <b>N/A</b>		<b>N/A</b>

Special Notes

**IV. Total Cost**

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Government Rate)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition	1	\$745.00	\$745.00	\$0.00	\$0.00	\$745.00	\$745.00	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$745.00</b>	<b>\$0.00</b>

**V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)**

Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
<b>3035350 (\$596)</b>	<b>DDOT</b>		<b>60045</b>	<b>7131009</b>					
<b>3232320 (\$149)</b>	<b>DDOT</b>		<b>60045</b>	<b>7131009</b>					

**VI. Traveler Signature**

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by 6-B DCMR Chapter 40 or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature <b>Roxanne Oroxom</b>	Date <b>11/17/2023</b>
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**VII. Authorizations**

Administration Representative	Sam Quinney	Director, The Lab @ DC	Signature	Date
AFO or Budget Analyst	James M. Hurley	Agency Fiscal Officer	Signature <i>James M. Hurley</i>	Date <b>11-29-23</b>
Agency Director or Designee	Helder Gil	Chief of Staff	Signature <i>Helder Gil</i>	Date <b>12/12/23</b>



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

**I. Training/Travel Request Summary**

1. Name of Traveler <b>Alyssa Huberts</b>		2. Employee ID <b>00127371</b>		3. Agency/Department (Including Budget Code) <b>OCA (AE0)</b>	
4. Position Title <b>Social Scientist</b>		5. Training or Conference Dates: To: <b>1/7/2024</b> From: <b>1/11/2024</b>			
6. Description of Travel/Training <b>The Transportation Research Board (TRB) Annual Meeting is an annual event for policy makers, practitioners, researchers, and other professionals to meet and discuss the latest in transportation research.</b>		7. Travel Origin <b>N/A</b>		8. Total Cost (Travel, Training, or Conference) <b>\$745.00</b>	
9. Training, Conference or Seminar Event Location Address <b>901 Massachusetts Ave NW, Washington, DC 20001/801 Mt Vernon Pl NWWashington, DC 20001</b>			10. Training or Conference Vendor Name and Address (as it must appear on check) <b>Transportation Research Board (TRB) Annual Meeting/The National Academies of Sciences, Engineering, and Medicine</b>		
11. Sponsor (if applicable) <b>N/A</b>		12. Donation Application Request No. <b>N/A</b>		13. Sponsor's Donation Amount <b>N/A</b>	

**II. Transportation**

14. Mode of Transportation - N/A Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>				15. Method of Payment - N/A <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>			
Transportation to Destination <b>N/A</b>		16. Point of Departure <b>N/A</b>	17. Travel Date <b>N/A</b>	18. Carrier Name <b>N/A</b>	19. Flight or Train IDs <b>N/A</b>	20. Departure Time <b>N/A</b>	21. Arrival Time <b>N/A</b>
Transportation to Return <b>N/A</b>		22. Point of Departure <b>N/A</b>	23. Travel Date <b>N/A</b>	24. Carrier Name <b>N/A</b>	25. Flight or Train IDs <b>N/A</b>	26. Departure Time <b>N/A</b>	27. Arrival Time <b>N/A</b>

**III. Lodging**

28. Hotel Name and Address <b>N/A</b>		29. Hotel Phone <b>N/A</b>	
30. Lodging Dates <b>N/A</b>		31. Length of Stay(Nights) <b>N/A</b>	

Special Notes

**IV. Total Cost**

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Government Rate)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition	1	\$745.00	\$745.00	\$0.00	\$0.00	\$745.00	\$745.00	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$745.00</b>	<b>\$0.00</b>

**V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)**

Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
<b>3035350 (\$596)</b>	<b>DDOT</b>		<b>60045</b>	<b>7131009</b>					
<b>3232320 (\$149)</b>	<b>DDOT</b>		<b>60045</b>	<b>7131009</b>					

**VI. Traveler Signature**

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Signature <b>Alyssa J Huberts</b>	Date <b>11/17/2023</b>
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**VII. Authorizations**

Administration Representative	Sam Quinney	Director, The Lab @ DC	Signature	Date
AFO or Budget Analyst	James M. Hurley	Agency Fiscal Officer	Signature <i>James M. Hurley</i>	Date <b>11-29-23</b>
Agency Director or Designee	Helder Gil	Chief of Staff	Signature <i>Helder Gil</i>	Date <b>12/12/23</b>



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR**

**I. Training/Travel Request Summary**

1. Name of Traveler <b>Nellie Moore</b>		2. Employee ID: <b>106814</b>		3. Agency/Department (Including Budget Code) <b>OCA (AE0)</b>	
4. Position Title <b>Civic Design Researcher</b>		5. Training or Conference Dates To: <b>1/7/2024</b> From: <b>1/11/2024</b>			
6. Description of Travel/Training <b>The Transportation Research Board (TRB) Annual Meeting is an annual event for policy makers, practitioners, researchers, and other professionals to meet and discuss the latest in transportation research.</b>		7. Travel Origin <b>N/A</b>		8. Total Cost (Travel, Training, or Conference) <b>\$745.00</b>	
9. Training, Conference or Seminar Event Location Address <b>901 Massachusetts Ave NW, Washington, DC 20001/801 Mt Vernon Pl NWWashington, DC 20001</b>		10. Training or Conference Vendor Name and Address (as it must appear on check) <b>Transportation Research Board (TRB) Annual Meeting/The National Academies of Sciences, Engineering, and Medicine</b>			
11. Sponsor (if applicable) <b>N/A</b>		12. Donation Application Request No. <b>N/A</b>		13. Sponsor's Donation Amount <b>N/A</b>	

**II. Transportation**

14. Mode of Transportation - N/A Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>			15. Method of Payment - N/A <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>				
Transportation to Destination <b>N/A</b>		16. Point of Departure <b>N/A</b>	17. Travel Date <b>N/A</b>	18. Carrier Name <b>N/A</b>	19. Flight or Train IDs <b>N/A</b>	20. Departure Time <b>N/A</b>	21. Arrival Time <b>N/A</b>
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**III. Lodging**

28. Hotel Name and Address <b>N/A</b>		29. Hotel Phone <b>N/A</b>
		30. Lodging Dates <b>N/A</b>
		31. Length of Stay(Nights) <b>N/A</b>

Special Notes

**IV. Total Cost**

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Lodging (Government Rate)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition	1	\$745.00	\$745.00	\$0.00	\$0.00	\$745.00	\$745.00	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$745.00</b>	<b>\$0.00</b>

**V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)**

Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
<b>3035350 (\$596)</b>	<b>DDOT</b>		<b>60045</b>	<b>7131009</b>					
<b>3232320 (\$149)</b>	<b>DDOT</b>		<b>60045</b>	<b>7131009</b>					

**VI. Traveler Signature**

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Signature <b>Danielle E Moore</b>	Date <b>11/17/2023</b>
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**VII. Authorizations**

Administration Representative	Sam Quinney	Director, The Lab @ DC	Signature <i>[Signature]</i>	Date <b>11/20/2023</b>
AFO or Budget Analyst	James M. Hurley	Agency Fiscal Officer	Signature <i>James M. Hurley</i>	Date <b>11-29-23</b>
Agency Director or Designee	Helder Gil	Chief of Staff	Signature <i>[Signature]</i>	Date <b>12/12/23</b>

**INTRA-DISTRICT TRANSFERS/MEMORANDUMS OF UNDERSTANDING**

Fiscal Year 2023 10-01-2022 to 09-30-2023

Buyer Agency	Seller Agency	Program/CC	Program/	Funding Source (Local, Federal, SPR)	Description of MOU Services	Total MOU Amount (incl. mods)
AE0	KT0	100154/50076	DPW	Local	Fleet services	\$7,994.16
AE0	TO0	100154/50076	OCTO	Local	Laptops	\$19,560.00
AE0	AT0	100154/50076	AT0	Local	Audit Services	\$1,573.48
AE0	AS0	150004/00000	AS0	Local	RTS	\$32.27
KT0	AE0		FLEET	CAPITAL	LIFT	\$274,242.00
AE0	TO0	50026/50077	OCTO	ARPA-LOCAL	Data Lake	\$75,000.00
AE0	AA0	500029/50081	EOM	Local	EOM Support Services	\$50,000.00
AE0	TO0	500033/50076	OCTO	CAPITAL	RE0 Dashboard	\$200,000.00
AE0	CI0	500033/50076	OFTME	LOCAL	Video Production	\$7,500.00
AE0	AM0	50026/50077	DGS	ARPA-LOCAL	Rental	\$257,655.14
AE0	BE0	500026/50077	DCHR	ARPA-LOCAL	Summer-Intern	\$14,000.00

**INTRA-DISTRICT TRANSFERS/MEMORANDUMS OF UNDERSTANDING**

Fiscal Year 2024 10-01-2023 to 09-30-2024

Buyer Agency	Seller Agency	Program/CC	Program/	Funding Source (Local, Federal, SPR)	Description of MOU Services	Total MOU Amount (incl. mods)
AE0	KT0	100154/50076	DPW	Local	Fleet services	\$9,324.95
KA0	AE0	500026/50077	FLEET	CAPITAL	LIFT	\$191,178.00
AE0	AA0	500029/50081	EOM	Local	EOM Support Services	\$50,000.00
AE0	TO0	500033/50076	OCTO	CAPITAL	RE0 Dashboard	\$500,000.00
AE0	BE0	500026/50077	DCHR	ARPA-LOCAL	Summer-Intern	\$160,395.00



R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

<b>Control Budget</b>	DC Authority Reporting
<b>Account Period</b>	ALL
<b>Agency</b>	AE0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program	Cost Center	Project	Project Description	Approved Budget	Revised Budget	Expenditure	Available Budget	Variance
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$293.56	-\$293.56	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	100003	50079	000000	NO PROJECT	\$61,102.22	\$61,102.22	\$0.00	\$61,102.22	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$29.00	-\$29.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$108.93	-\$108.93	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$32.92	-\$32.92	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$689.19	-\$689.19	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$5,503.87	-\$5,503.87	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	100003	50079	000000	NO PROJECT	\$87,281.00	\$87,281.00	\$0.00	\$87,281.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	100003	50079	000000	NO PROJECT	\$174,465.00	\$174,465.00	\$49,637.90	\$124,827.10	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	100003	50079	000000	NO PROJECT	\$0.00	\$0.00	\$2,946.82	-\$2,946.82	1st QTR Spending
<b>COMMUNICATIONS</b>														
LOCAL FUND	1010138	NON-PERSONNEL SERV	713200C	7132001	CONTRACTUAL SERVICES - OTH	100154	50076	000000	NO PROJECT	\$0.00	\$1,329,580.00	\$0.00	\$1,329,580.00	1st QTR Spending
LOCAL FUND	1010001	NON-PERSONNEL SERV	711100C	7111002	OFFICE SUPPLIES	100154	50076	000000	NO PROJECT	\$11,000.00	\$11,000.00	\$43.84	\$10,956.16	1st QTR Spending
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171002	PURCHASES FURNITURE & FIXT	100154	50076	000000	NO PROJECT	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	1st QTR Spending
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171009	IT SOFTWARE ACQUISITIONS	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$809.96	-\$809.96	1st QTR Spending
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171003	PURCHASES EQUIPMENT & MAC	100154	50076	000000	NO PROJECT	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$14,607.62	-\$14,607.62	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$5,368.08	-\$5,368.08	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131005	MAINTENANCE & REPAIRS - AUT	100154	50076	400018	AE0.KTAEFM.OFFICE OF THE CITY ADMINIST	\$7,994.16	\$7,994.16	\$0.00	\$7,994.16	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131029	PROFESSIONAL SERVICES	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$1,035.39	-\$1,035.39	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012004	TEMPORARY PART TIME	100154	50076	000000	NO PROJECT	\$132,000.00	\$132,000.00	\$0.00	\$132,000.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	100154	50076	000000	NO PROJECT	\$313,221.99	\$313,221.99	\$0.00	\$313,221.99	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$103.27	-\$103.27	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$123.02	-\$123.02	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$640.06	-\$640.06	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	100154	50076	000000	NO PROJECT	\$115,000.00	\$115,000.00	\$0.00	\$101,560.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	100154	50076	200014	AE0.PCRDAE.PCARD AE	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$9,322.47	-\$9,322.47	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$3,252.59	-\$3,252.59	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131002	TRAVEL - LOCAL	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$450.00	-\$450.00	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	100154	50076	000000	NO PROJECT	\$1,348,573.20	\$1,348,573.20	\$213,243.86	\$1,135,329.34	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	100154	50076	000000	NO PROJECT	\$81,488.56	\$81,488.56	\$17,412.93	\$64,075.63	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131011	OFFICE SUPPORT	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$286.16	-\$286.16	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	100154	50076	000000	NO PROJECT	\$0.00	\$0.00	\$318.65	-\$318.65	1st QTR Spending
<b>CITY ADMINISTRATOR'S ADMINISTRATIVE OFFICE</b>														
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	100154	50080	000000	NO PROJECT	\$312,344.29	\$312,344.29	\$25,486.79	\$286,857.50	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	100154	50080	000000	NO PROJECT	\$0.00	\$0.00	\$1,274.35	-\$1,274.35	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	100154	50080	000000	NO PROJECT	\$0.00	\$0.00	\$13.62	-\$13.62	1st QTR Spending
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	100154	50080	000000	NO PROJECT	\$0.00	\$0.00	\$73.53	-\$73.53	1st QTR Spending



LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$47.37	-\$47.37
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$17,267.46	-\$17,267.46
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	500029	50081	000000	NO PROJECT	\$951,987.56	\$951,987.56	\$92,107.18	\$859,880.38
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$1,534.65	-\$1,534.65

LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$218.88	-\$218.88
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$11,062.27	-\$11,062.27
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$6,562.03	-\$6,562.03
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	500029	50081	000000	NO PROJECT	\$80,000.00	\$80,000.00	\$0.00	\$80,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	500029	50081	000000	NO PROJECT	\$0.00	\$0.00	\$68.19	-\$68.19
<b>INTERNAL SERVICES OFFICE</b>													
CAPITAL FUND - OTHER	3030304	NON-PERSONNEL SERV	717100C	7171004	PURCHASES - AUTOMOTIVE EQU	500033	50078	100003	AE0.RED21C.RACIAL EQUITY DASHBOARD	\$0.00	\$500,000.00	\$0.00	\$500,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	711100C	7111002	OFFICE SUPPLIES	500033	50078	000000	NO PROJECT	\$71,419.00	\$71,419.00	\$0.00	\$71,419.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171002	PURCHASES FURNITURE & FIXT	500033	50078	000000	NO PROJECT	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171003	PURCHASES EQUIPMENT & MAC	500033	50078	000000	NO PROJECT	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	500033	50078	000000	NO PROJECT	\$205,000.00	\$205,000.00	\$0.00	\$195,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$2,047.60	-\$2,047.60
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$10,106.03	-\$10,106.03
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$6,960.58	-\$6,960.58
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	500033	50078	000000	NO PROJECT	\$752,542.16	\$752,542.16	\$144,083.23	\$608,458.93
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$222.62	-\$222.62
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	500033	50078	000000	NO PROJECT	\$147,498.27	\$147,498.27	\$0.00	\$147,498.27
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$85.14	-\$85.14
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$7,809.46	-\$7,809.46
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$71.41	-\$71.41
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	500033	50078	000000	NO PROJECT	\$0.00	\$0.00	\$422.03	-\$422.03
<b>RACIAL EQUITY SERVICES</b>													
LOCAL FUND	1010001	NON-PERSONNEL SERV	711100C	7111002	OFFICE SUPPLIES	500280	50369	000000	NO PROJECT	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171003	PURCHASES EQUIPMENT & MAC	500280	50369	000000	NO PROJECT	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	500280	50369	000000	NO PROJECT	\$649,095.21	\$649,095.21	\$58,935.66	\$590,159.55
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$36.06	-\$36.06
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$327.00	-\$327.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$9,321.24	-\$9,321.24
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	500280	50369	000000	NO PROJECT	\$128,685.95	\$128,685.95	\$0.00	\$128,685.95
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$7,630.01	-\$7,630.01
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$37.60	-\$37.60
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	500280	50369	000000	NO PROJECT	\$550,000.00	\$550,000.00	\$0.00	\$550,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$125.80	-\$125.80
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$2,946.79	-\$2,946.79
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$956.84	-\$956.84
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	500280	50369	000000	NO PROJECT	\$0.00	\$0.00	\$1,494.18	-\$1,494.18
<b>GUN VIOLENCE PREVENTION INITIATIVES</b>													
										\$12,221,189.18	\$14,340,133.15	\$1,725,234.03	\$12,591,459.12



**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

<b>Control Budget</b>	DC Authority Reporting
<b>Account Period</b>	ALL
<b>Agency</b>	AE0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program (Parent Level 1) Description	Program	Cost Center	Cost Center Description	Project	Project Description	Award	Award Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$293.56	-\$293.56
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$61,102.22	\$61,102.22	\$0.00	\$0.00	\$0.00	\$61,102.22
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00	-\$29.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$108.93	-\$108.93
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$32.92	-\$32.92
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$689.19	-\$689.19
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$5,503.87	-\$5,503.87
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$87,281.00	\$87,281.00	\$0.00	\$0.00	\$0.00	\$87,281.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$174,465.00	\$174,465.00	\$0.00	\$0.00	\$49,637.90	\$124,827.10
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - H	COMMUNICATIONS	100003	50079	COMMUNICATIONS OFFI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$2,946.82	-\$2,946.82

**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

<b>Control Budget</b>	DC Authority Reporting
<b>Account Period</b>	ALL
<b>Agency</b>	AE0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program (Parent Level 1) Descrip	Program	Cost Center	Cost Center Description	Project	Project Description	Award	Award Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
LOCAL FUND	1010138	NON-PERSONNEL SERV	713200C	7132001	CONTRACTUAL SERVICES - OTH	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$1,329,580.00	\$0.00	\$0.00	\$0.00	\$1,329,580.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	711100C	7111002	OFFICE SUPPLIES	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$43.84	\$10,956.16
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171002	PURCHASES FURNITURE & FXT	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171009	IT SOFTWARE ACQUISITIONS	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$809.96	-\$809.96
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171003	PURCHASES EQUIPMENT & MAC	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$14,607.62	-\$14,607.62
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$5,368.08	-\$5,368.08
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131005	MAINTENANCE & REPAIRS - AU	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	400018	AE0.KTAEFM.OFFICE OF THE CITY ADMINIS	1000005	AE0.0100.LOCAL FUNDS	\$7,994.16	\$7,994.16	\$0.00	\$0.00	\$0.00	\$7,994.16
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131029	PROFESSIONAL SERVICES	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$1,035.39	-\$1,035.39
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012004	TEMPORARY PART TIME	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$132,000.00	\$132,000.00	\$0.00	\$0.00	\$0.00	\$132,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$313,221.99	\$313,221.99	\$0.00	\$0.00	\$0.00	\$313,221.99
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$103.27	-\$103.27
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$123.02	-\$123.02
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$640.06	-\$640.06
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$115,000.00	\$115,000.00	\$13,440.00	\$0.00	\$0.00	\$101,560.00
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	200014	AE0.PCRDAE.PCARD AE	1000005	AE0.0100.LOCAL FUNDS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$9,322.47	-\$9,322.47
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$3,252.59	-\$3,252.59
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131002	TRAVEL - LOCAL	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	-\$450.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$1,348,573.20	\$1,348,573.20	\$0.00	\$0.00	\$213,243.86	\$1,135,329.34
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$81,488.56	\$81,488.56	\$0.00	\$0.00	\$17,412.93	\$64,075.63
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131011	OFFICE SUPPORT	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$286.16	-\$286.16
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	PERFORMANCE AND STRATEGIC	100154	50076	CITY ADMINISTRATOR'S	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$318.65	-\$318.65



R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

Control Budget	DC Authority Reporting
Account Period	ALL
Agency	AE0
Fund	ALL
Account	ALL
Program	ALL
Cost Center	ALL
Project	ALL
Award	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program (Parent Level 1) Desc	Program	Cost Center	Cost Center Description	Project	Project Description	Award	Award Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
CAPITAL FUND - OT	3030304	NON-PERSONNEL SERV	717100C	7171004	PURCHASES - AUTOMOTIVE EQ	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	100003	AE0.RED21C.RACIAL EQUITY DASHBOARD	3000004	AE0.0304.SHORT - TERM	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	711100C	7111002	OFFICE SUPPLIES	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$71,419.00	\$71,419.00	\$0.00	\$0.00	\$0.00	\$71,419.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171002	PURCHASES FURNITURE & FIXT	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171003	PURCHASES EQUIPMENT & MAC	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$205,000.00	\$205,000.00	\$10,000.00	\$0.00	\$0.00	\$195,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$2,047.60	-\$2,047.60
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$10,106.03	-\$10,106.03
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$6,960.58	-\$6,960.58
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$752,542.16	\$752,542.16	\$0.00	\$0.00	\$144,083.23	\$608,458.93
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$222.62	-\$222.62
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$147,498.27	\$147,498.27	\$0.00	\$0.00	\$0.00	\$147,498.27
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$85.14	-\$85.14
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - I	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$7,809.46	-\$7,809.46
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$71.41	-\$71.41
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	RACIAL EQUITY SERVICES	500033	50078	OFFICE OF RACIAL EQUI	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$422.03	-\$422.03

**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

<b>Control Budget</b>	DC Authority Reporting
<b>Account Period</b>	ALL
<b>Control Budget</b>	DC Authority Reporting
<b>Account Period</b>	ALL
<b>Agency</b>	AED
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	100154	50080	OPERATIONS OFFICE	\$312,344.29	\$312,344.29	\$0.00	\$0.00	\$25,486.79	\$286,857.50
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,274.35	-\$1,274.35
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$13.62	-\$13.62
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$73.53	-\$73.53
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$21.78	-\$21.78
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,436.95	-\$1,436.95
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$336.06	-\$336.06
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$272.01	-\$272.01
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	100154	50080	OPERATIONS OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$5,123.49	-\$5,123.49
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	100154	50080	OPERATIONS OFFICE	\$61,219.47	\$61,219.47	\$0.00	\$0.00	\$0.00	\$61,219.47

**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

<b>Control Budget</b>	DC Authority
<b>Account Period</b>	ALL
<b>Control Budget</b>	DC Authority Reporting
<b>Account Period</b>	ALL
<b>Agency</b>	AED
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	500029	50081	INTERNAL SERVICES OFF	\$210,029.79	\$210,029.79	\$0.00	\$0.00	\$0.00	\$210,029.79
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$396.46	-\$396.46
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$3,620.43	-\$3,620.43
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$47.37	-\$47.37
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$17,267.46	-\$17,267.46
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	500029	50081	INTERNAL SERVICES OFF	\$951,987.56	\$951,987.56	\$0.00	\$0.00	\$92,107.18	\$859,880.38
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$1,534.65	-\$1,534.65
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$218.88	-\$218.88
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$11,062.27	-\$11,062.27
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - F	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$6,562.03	-\$6,562.03
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	500029	50081	INTERNAL SERVICES OFF	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	500029	50081	INTERNAL SERVICES OFF	\$0.00	\$0.00	\$0.00	\$0.00	\$68.19	-\$68.19

R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

Control Budget	DC Authority Reporting
Account Period	ALL
Agency	AEO
Fund	ALL
Account	ALL
Program	ALL
Cost Center	ALL
Project	ALL
Award	ALL

Appropriated Fund Description	Fund	Account Category Desc	Account Group	Account	Account Description	Program (Parent Level 1) Description	Program	Cost Center	Cost Center Description	Project	Project Description	Award	Award Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
LOCAL FUND	1010001	NON-PERSONNEL SERV	711100C	7111002	OFFICE SUPPLIES	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
LOCAL FUND	1010001	NON-PERSONNEL SERV	717100C	7171003	PURCHASES EQUIPMENT & MAC	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701100C	7011001	CONTINUING FULL TIME	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$649,095.21	\$649,095.21	\$0.00	\$0.00	\$58,935.66	\$590,159.55
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014002	GROUP LIFE INSURANCE	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$36.06	-\$36.06
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014022	DC HEALTH BENEFIT FEES	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$327.00	-\$327.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701200C	7012006	TERM FULL TIME	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$9,321.24	-\$9,321.24
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014008	MISC FRINGE BENEFITS	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$128,685.95	\$128,685.95	\$0.00	\$0.00	\$0.00	\$128,685.95
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014003	HEALTH BENEFITS	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$7,630.01	-\$7,630.01
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014015	OPTICAL PLAN	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$37.60	-\$37.60
LOCAL FUND	1010001	PERSONNEL SERVICES	713100C	7131009	PROF SERVICE FEES & CONTR	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$550,000.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014016	DENTAL PLAN	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$125.80	-\$125.80
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014020	RETIREMENT	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$2,946.79	-\$2,946.79
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014019	MEDICARE CONTRIBUTION	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$956.84	-\$956.84
LOCAL FUND	1010001	PERSONNEL SERVICES	701400C	7014009	RETIREMENT CONTRIBUTION - I	GUN VIOLENCE PREVENTION INI	500280	50369	OFFICE OF GUN VIOLENC	000000	NO PROJECT	0000000	NO AWARD	\$0.00	\$0.00	\$0.00	\$0.00	\$1,494.18	-\$1,494.18

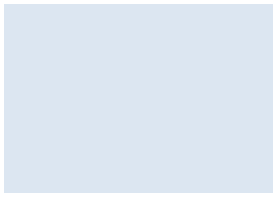


Office of the City administrator (AEO)  
 FY 2024 Available Balance Report  
**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

Agency (All)

Fund	Program	Program Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Data						
						Sum of Initial Budget	Sum of Adjustment Budget	Sum of Commitment	Sum of Obligation	Sum of Expenditure		
1010001	100003	COMMUNICATI	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	62,764.09	0.00	0.00	0.00	15,579.03		
			100154	PERFORMANCE	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	344,921.44	0.00	0.00	0.00	51,892.75
					NON-PERSONNEL SERVICES	71100C	SUPPLIES & MATERIALS	11,000.00	0.00	0.00	0.00	2,367.65
					713100C	OTHER SERVICES & CHARGES	132,733.05	0.00	0.00	14,960.00	7,720.66	
					717100C	PURCHASES EQUIPMENT & MACHINERY	44,000.00	0.00	0.00	0.00	119.99	
		150004	AGENCY FIXED	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	32.27	
		150012	P-CARD CLEAR	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	0.00	16,426.96	
		500026	BUDGET MANA	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	654,127.97	0.00	0.00	0.00	151,604.19	
				NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	6,000.00	0.00	0.00	0.00	179.55	
						712100C	ENERGY COMM & BLDG RENTALS	265,123.61	0.00	0.00	0.00	0.00
						713100C	OTHER SERVICES & CHARGES	359,000.00	0.00	0.00	0.00	17,300.65
						713200C	CONTRACTUAL SERVICES - OTHER	110,632.90	0.00	50,000.00	0.00	0.00
						717100C	PURCHASES EQUIPMENT & MACHINERY	25,000.00	0.00	0.00	0.00	3,426.96
		500029	DISTRICTWIDE	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	172,070.23	0.00	0.00	0.00	20,970.69	
				NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	80,000.00	0.00	50,000.00	0.00	0.00	
		500033	RACIAL EQUITY	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	163,740.05	0.00	0.00	0.00	36,681.71	
				NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	71,419.00	0.00	0.00	0.00	0.00	
						713100C	OTHER SERVICES & CHARGES	205,000.00	0.00	20,000.00	0.00	4,081.56
						717100C	PURCHASES EQUIPMENT & MACHINERY	10,000.00	0.00	0.00	0.00	0.00
		500280	GUN VIOLENCE	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	155,504.41	0.00	0.00	0.00	23,593.14	
						701500C	OVERTIME PAY	0.00	0.00	0.00	0.00	(254.71)
				NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	10,000.00	0.00	0.00	0.00	11,291.64	
						713100C	OTHER SERVICES & CHARGES	550,000.00	0.00	45,000.00	0.00	25,240.79
						717100C	PURCHASES EQUIPMENT & MACHINERY	50,000.00	0.00	0.00	0.00	0.00
	1010190	500026	BUDGET MANA	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	172,128.67	0.00	0.00	0.00	39,349.24	
				NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	93,545.67	0.00	0.00	0.00	0.00	
							713100C	OTHER SERVICES & CHARGES	9,000.00	0.00	0.00	0.00
							713200C	CONTRACTUAL SERVICES - OTHER	154,653.72	0.00	0.00	0.00
	<b>Grand Total</b>						<b>3,912,364.81</b>	<b>0.00</b>	<b>165,000.00</b>	<b>14,960.00</b>	<b>427,604.72</b>	





Sum of Available Budget
47,185.06
293,028.69
8,632.35
110,052.39
43,880.01
(32.27)
(16,426.96)
502,523.78
5,820.45
265,123.61
341,699.35
60,632.90
21,573.04
151,099.54
30,000.00
127,058.34
71,419.00
180,918.44
10,000.00
131,911.27
254.71
(1,291.64)
479,759.21
50,000.00
132,779.43
93,545.67
9,000.00
154,653.72
3,304,800.09

Office of the City administrator (AEO)  
FY 2021 FY 2022 Available Balance Report

SOAR

Values

Agency	Program	Program Title	Activity	Activity Title	FY 2021 Revised		FY 2022 Approved		FY 2022 Revised		FY 2022		
					FY 2021 Approved Budget	Budget	FY 2021 Expenditures	Budget	Budget	Expenditures			
AEO	1000	AGENCY MANAGEMENT	1090	PERFORMANCE MANAGEMENT	\$1,955,435.18	\$1,955,036.18	\$2,034,745.45	\$2,339,205.16	\$2,389,205.16	\$1,457,327.71			
			2002	OFFICE OF AGENCY OPERATIONS	\$0.00	\$0.00	\$41.69	\$0.00	\$0.00	\$2,134.25			
	2000	CITY ADMINISTRATOR	2004	OFFICE OF PUBLIC PRIVATE PARTNERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			2007	OFFICE OF BUDGET AND PERFORM. MGMT	\$3,151,318.63	\$3,325,836.26	\$3,037,135.28	\$5,759,113.31	\$5,031,427.31	\$3,409,132.70			
			2008	OFFICE OF RACIAL EQUITY	\$980,870.98	\$548,651.98	\$236,604.68	\$750,360.82	\$750,360.82	\$669,688.15			
			2009	INTERNAL SERVICES	\$1,586,990.11	\$1,540,283.11	\$1,280,161.62	\$1,304,904.34	\$715,765.34	\$547,720.71			
			2011	RESILIENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			2012	COMMUNICATIONS	\$393,003.82	\$393,003.82	\$412,905.61	\$390,471.21	\$390,471.21	\$165,529.18			
			2013	OPERATIONS	\$426,276.40	\$426,276.40	\$361,560.60	\$270,297.06	\$220,297.06	\$151,735.42			
			2014	OFFICE OF GUN VIOLENCE PREVENTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			2020	LABOR RELATIONS/COLLECTIVE BARGAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			3000	LABOR RELATIONS AND COLLECT. BARGAINING	3005	LABOR RELATIONS/COLLECTIVE BARGAINING	\$2,402,693.88	\$2,472,693.88	\$2,385,884.66	\$0.00	\$0.00	(\$7,854.29)	
					3050	SERVICE INTEGRATION INITIATIVES	\$0.00	(\$40,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	
					8000	OFFICE OF EAST OF THE RIVER SERVICES	\$0.00	\$0.00	(\$17,402.14)	\$0.00	\$0.00	\$0.00	
			9980	PAYROLL DEFAULT PROGRAM	8005	OFFICE OF EAST OF THE RIVER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
					(blank)								
			<b>AEO Total</b>					<b>\$10,896,589.00</b>	<b>\$10,621,781.63</b>	<b>\$9,731,637.45</b>	<b>\$10,814,351.90</b>	<b>\$9,497,526.90</b>	<b>\$6,395,413.83</b>
			<b>Grand Total</b>					<b>\$10,896,589.00</b>	<b>\$10,621,781.63</b>	<b>\$9,731,637.45</b>	<b>\$10,814,351.90</b>	<b>\$9,497,526.90</b>	<b>\$6,395,413.83</b>

Office of the City administrator (AE0)  
 FY 2023 Available Balance Report  
**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

Agency (All)

Fund	Program	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Data						
					Original Budget	Revised Budget Budget	Commitment	Obligation	Expenditure	Available Budget	
1010001	0	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	0.00	0.00	0.00	
		PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	61,102.22	0.00	0.00	0.00	42,700.85	18,401.37	
	100003	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	374,441.46	0.00	0.00	0.00	249,503.99	124,937.47	
			NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	11,000.00	0.00	0.00	0.00	1,464.98	9,535.02
		NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	65.00	(65.00)	
			713100C	OTHER SERVICES & CHARGES	127,994.16	0.00	0.00	0.00	31,521.52	96,472.64	
			717100C	PURCHASES EQUIPMENT & MACHINERY	44,000.00	0.00	0.00	0.00	23,456.13	20,543.87	
			715100C	OTHER EXPENSES	0.00	0.00	0.00	0.00	4,364.42	(4,364.42)	
			712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	32.27	(32.27)	
			701400C	FRINGE BENEFITS - CURR PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00	
		150004	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	(1,035.00)	1,035.00
		150011	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	0.00	0.00	0.00	0.00	0.00	9,910.73
	150012	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	0.00	(1,035.00)	1,035.00	
	500026	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	587,952.63	0.00	0.00	0.00	578,041.90	9,910.73	
			NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	6,000.00	0.00	0.00	0.00	6,576.36	(576.36)
		NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	270,000.00	0.00	0.00	0.00	0.00	270,000.00	
			713100C	OTHER SERVICES & CHARGES	359,000.00	0.00	0.00	0.00	146,420.14	212,579.86	
			713200C	CONTRACTUAL SERVICES - OTHER	110,632.90	0.00	0.00	0.00	580.48	110,052.42	
			717100C	PURCHASES EQUIPMENT & MACHINERY	25,000.00	0.00	0.00	0.00	3,433.41	21,566.59	
	500029	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	210,029.79	0.00	0.00	0.00	96,874.48	113,155.31	
		NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	885.00	(885.00)	
	500033	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	80,000.00	0.00	0.00	0.00	62,511.62	17,488.38	
		NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	147,498.27	0.00	0.00	0.00	129,007.16	18,491.11	
	500280	PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	71,419.00	0.00	0.00	0.00	5,803.54	65,615.46	
			713100C	OTHER SERVICES & CHARGES	205,000.00	0.00	0.00	0.00	73,213.05	131,786.95	
		NON-PERSONNEL SERVICES	717100C	PURCHASES EQUIPMENT & MACHINERY	10,000.00	0.00	0.00	0.00	1,913.29	8,086.71	
			701400C	FRINGE BENEFITS - CURR PERSONNEL	128,685.95	0.00	0.00	0.00	94,284.68	34,401.27	
			701500C	OVERTIME PAY	0.00	0.00	0.00	0.00	2,037.69	(2,037.69)	
			711100C	SUPPLIES & MATERIALS	10,000.00	0.00	0.00	0.00	2,010.20	7,989.80	
	1010190	500026	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	550,000.00	0.00	0.00	0.00	3,983.54	546,016.46
			NON-PERSONNEL SERVICES	717100C	PURCHASES EQUIPMENT & MACHINERY	50,000.00	0.00	0.00	0.00	440.82	49,559.18
	4040002	500026	NON-PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	166,391.27	(103.45)	0.00	0.00	155,190.17	11,097.65
				NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00
			NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	90,000.00	0.00	0.00	0.00	0.00	90,000.00
				713100C	OTHER SERVICES & CHARGES	9,000.00	0.00	0.00	0.00	2,586.35	6,413.65
				713200C	CONTRACTUAL SERVICES - OTHER	154,653.72	646,910.07	0.00	0.00	74,986.55	726,577.24
				713100C	OTHER SERVICES & CHARGES	0.00	100,000.00	0.00	0.00	0.00	100,000.00
	<b>Grand Total</b>					<b>3,859,801.37</b>	<b>746,806.62</b>	<b>0.00</b>	<b>0.00</b>	<b>1,792,854.59</b>	<b>2,813,753.40</b>

Office of the City administrator (AEO)  
FY 2021 FY 2022 Available Balance Report

SOAR

Values

Agency	Program	Program Title	Activity	Activity Title	FY 2021 Revised		FY 2022 Approved		FY 2022 Revised		FY 2022 Expenditures
					FY 2021 Approved Budget	Budget	FY 2021 Expenditures	Budget	Budget	Budget	
AEO	1000	AGENCY MANAGEMENT	1090	PERFORMANCE MANAGEMENT	\$1,955,435.18	\$1,955,036.18	\$2,034,745.45	\$2,339,205.16	\$2,389,205.16	\$1,457,327.71	
			2002	OFFICE OF AGENCY OPERATIONS	\$0.00	\$0.00	\$41.69	\$0.00	\$0.00	\$2,134.25	
	2000	CITY ADMINISTRATOR	2004	OFFICE OF PUBLIC PRIVATE PARTNERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			2007	OFFICE OF BUDGET AND PERFORM. MGMT	\$3,151,318.63	\$3,325,836.26	\$3,037,135.28	\$5,759,113.31	\$5,031,427.31	\$3,409,132.70	
	2008	OFFICE OF RACIAL EQUITY	\$980,870.98	\$548,651.98	\$236,604.68	\$750,360.82	\$750,360.82	\$669,688.15			
	2009	INTERNAL SERVICES	\$1,586,990.11	\$1,540,283.11	\$1,280,161.62	\$1,304,904.34	\$715,765.34	\$547,720.71			
	2011	RESILIENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	2012	COMMUNICATIONS	\$393,003.82	\$393,003.82	\$412,905.61	\$390,471.21	\$390,471.21	\$165,529.18			
	2013	OPERATIONS	\$426,276.40	\$426,276.40	\$361,560.60	\$270,297.06	\$220,297.06	\$151,735.42			
	2014	OFFICE OF GUN VIOLENCE PREVENTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	2020	LABOR RELATIONS/COLLECTIVE BARGAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	3000	LABOR RELATIONS AND COLLECT. BARGAINING	3005	LABOR RELATIONS/COLLECTIVE BARGAINING	\$2,402,693.88	\$2,472,693.88	\$2,385,884.66	\$0.00	\$0.00	(\$7,854.29)	
			3050	SERVICE INTEGRATION INITIATIVES	\$0.00	(\$40,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	
			8000	OFFICE OF EAST OF THE RIVER SERVICES	\$0.00	\$0.00	(\$17,402.14)	\$0.00	\$0.00	\$0.00	
	9980	PAYROLL DEFAULT PROGRAM	(blank)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	<b>AEO Total</b>					<b>\$10,896,589.00</b>	<b>\$10,621,781.63</b>	<b>\$9,731,637.45</b>	<b>\$10,814,351.90</b>	<b>\$9,497,526.90</b>	<b>\$6,395,413.83</b>
	<b>Grand Total</b>					<b>\$10,896,589.00</b>	<b>\$10,621,781.63</b>	<b>\$9,731,637.45</b>	<b>\$10,814,351.90</b>	<b>\$9,497,526.90</b>	<b>\$6,395,413.83</b>

Office of the City administrator (AE0)  
 FY 2023 Available Balance Report  
**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

Agency (All)

Fund	Program	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Data						
					Original Budget	Revised Budget Budget	Commitment	Obligation	Expenditure	Available Budget	
1010001	0	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	0.00	0.00	0.00	
		PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	61,102.22	0.00	0.00	0.00	42,700.85	18,401.37	
	100003	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	374,441.46	0.00	0.00	0.00	249,503.99	124,937.47	
		NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	11,000.00	0.00	0.00	0.00	1,464.98	9,535.02	
			712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	65.00	(65.00)	
			713100C	OTHER SERVICES & CHARGES	127,994.16	0.00	0.00	0.00	31,521.52	96,472.64	
			717100C	PURCHASES EQUIPMENT & MACHINERY	44,000.00	0.00	0.00	0.00	23,456.13	20,543.87	
			715100C	OTHER EXPENSES	0.00	0.00	0.00	0.00	4,364.42	(4,364.42)	
			712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	32.27	(32.27)	
	150004	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	0.00		
	150011	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	0.00	0.00	0.00	0.00	0.00		
	150012	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	0.00	0.00	0.00	0.00	(1,035.00)	1,035.00	
	500026	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	587,952.63	0.00	0.00	0.00	578,041.90	9,910.73	
		NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	6,000.00	0.00	0.00	0.00	6,576.36	(576.36)	
			712100C	ENERGY COMM & BLDG RENTALS	270,000.00	0.00	0.00	0.00	0.00	270,000.00	
			713100C	OTHER SERVICES & CHARGES	359,000.00	0.00	0.00	0.00	146,420.14	212,579.86	
			713200C	CONTRACTUAL SERVICES - OTHER	110,632.90	0.00	0.00	0.00	580.48	110,052.42	
			717100C	PURCHASES EQUIPMENT & MACHINERY	25,000.00	0.00	0.00	0.00	3,433.41	21,566.59	
			712100C	ENERGY COMM & BLDG RENTALS	0.00	0.00	0.00	0.00	96,874.48	113,155.31	
	500029	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	210,029.79	0.00	0.00	0.00	885.00	(885.00)	
	500033	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	80,000.00	0.00	0.00	0.00	62,511.62	17,488.38	
			713100C	OTHER SERVICES & CHARGES	147,498.27	0.00	0.00	0.00	129,007.16	18,491.11	
		PERSONNEL SERVICES	711100C	FRINGE BENEFITS - CURR PERSONNEL	71,419.00	0.00	0.00	0.00	5,803.54	65,615.46	
			713100C	OTHER SERVICES & CHARGES	205,000.00	0.00	0.00	0.00	73,213.05	131,786.95	
			717100C	PURCHASES EQUIPMENT & MACHINERY	10,000.00	0.00	0.00	0.00	1,913.29	8,086.71	
			701400C	FRINGE BENEFITS - CURR PERSONNEL	128,685.95	0.00	0.00	0.00	94,284.68	34,401.27	
			701500C	OVERTIME PAY	0.00	0.00	0.00	0.00	2,037.69	(2,037.69)	
	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	10,000.00	0.00	0.00	0.00	2,010.20	7,989.80		
		713100C	OTHER SERVICES & CHARGES	550,000.00	0.00	0.00	0.00	3,983.54	546,016.46		
		717100C	PURCHASES EQUIPMENT & MACHINERY	50,000.00	0.00	0.00	0.00	440.82	49,559.18		
	1010190	500026	PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	166,391.27	(103.45)	0.00	0.00	155,190.17	11,097.65
			NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
		NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	90,000.00	0.00	0.00	0.00	0.00	90,000.00	
			713100C	OTHER SERVICES & CHARGES	9,000.00	0.00	0.00	0.00	2,586.35	6,413.65	
			713200C	CONTRACTUAL SERVICES - OTHER	154,653.72	646,910.07	0.00	0.00	74,986.55	726,577.24	
			713100C	OTHER SERVICES & CHARGES	0.00	100,000.00	0.00	0.00	0.00	100,000.00	
			713100C	OTHER SERVICES & CHARGES	0.00	100,000.00	0.00	0.00	0.00	100,000.00	
	4040002	500026	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	0.00	100,000.00	0.00	0.00	100,000.00	
	<b>Grand Total</b>					<b>3,859,801.37</b>	<b>746,806.62</b>	<b>0.00</b>	<b>0.00</b>	<b>1,792,854.59</b>	<b>2,813,753.40</b>

Office of the City administrator (AE0)  
 FY 2024 Available Balance Report as of January 22, 2024  
**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

Agency (All)

Fund	Program	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Program Description	Data						Variance	
						Sum of Initial Budget	Sum of Adjustment Budget	Sum of Commitment	Sum of Obligation	Sum of Expenditure	Sum of Available Budget		
1010001	100003	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	COMMUNICATIONS - GENERAL	302,531.25	0.00	0.00	0.00	51,763.57	250,767.68	1QSpending	
			701200C	CONTINUING FULL TIME - C	COMMUNICATIONS - GENERAL	0.00	0.00	0.00	0.00	19,205.86	(19,205.86)	1QSpending	
			701400C	FRINGE BENEFITS - CURR P	COMMUNICATIONS - GENERAL	62,764.09	0.00	0.00	0.00	15,579.03	47,185.06	1QSpending	
		PERSONNEL SERVICES Total					365,295.34	0.00	0.00	0.00	86,548.46	278,746.88	
		100154	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	PERFORMANCE AND STRATEGIC MANAGEMENT	1,567,253.64	0.00	0.00	0.00	267,677.80	1,299,575.84	1QSpending
				701200C	CONTINUING FULL TIME - C	PERFORMANCE AND STRATEGIC MANAGEMENT	87,290.83	0.00	0.00	0.00	0.00	87,290.83	1QSpending
	701300C			ADDITIONAL GROSS PAY	PERFORMANCE AND STRATEGIC MANAGEMENT	0.00	0.00	0.00	0.00	17,073.65	(17,073.65)	1QSpending	
	701400C		FRINGE BENEFITS - CURR P	PERFORMANCE AND STRATEGIC MANAGEMENT	344,921.44	0.00	0.00	0.00	51,892.75	293,028.69	1QSpending		
	PERSONNEL SERVICES Total					1,999,465.91	0.00	0.00	0.00	336,644.20	1,662,821.71		
	NON-PERSONNEL SERV		711100C	SUPPLIES & MATERIALS	PERFORMANCE AND STRATEGIC MANAGEMENT	11,000.00	0.00	0.00	0.00	2,367.65	8,632.35	1QSpending	
		713100C	OTHER SERVICES & CHARG	PERFORMANCE AND STRATEGIC MANAGEMENT	132,733.05	0.00	0.00	14,960.00	7,720.66	110,052.39	1QSpending		
		717100C	PURCHASES EQUIPMENT &	PERFORMANCE AND STRATEGIC MANAGEMENT	44,000.00	0.00	0.00	0.00	119.99	43,880.01	1QSpending		
	NON-PERSONNEL SERVICES Total					187,733.05	0.00	0.00	14,960.00	10,208.30	162,564.75	1QSpending	
	500026	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	BUDGET MANAGEMENT SERVICES	3,060,167.73	0.00	0.00	0.00	774,556.15	2,285,611.58	1QSpending	
			701200C	CONTINUING FULL TIME - C	BUDGET MANAGEMENT SERVICES	92,013.39	0.00	0.00	0.00	31,237.17	60,776.22	1QSpending	
			701300C	ADDITIONAL GROSS PAY	BUDGET MANAGEMENT SERVICES	0.00	0.00	0.00	0.00	5,769.10	(5,769.10)	1QSpending	
			701400C	FRINGE BENEFITS - CURR P	BUDGET MANAGEMENT SERVICES	654,127.97	0.00	0.00	0.00	151,604.19	502,523.78	1QSpending	
		PERSONNEL SERVICES Total					3,806,309.09	0.00	0.00	0.00	963,166.61	2,843,142.48	1QSpending
		NON-PERSONNEL SERV	711100C	SUPPLIES & MATERIALS	BUDGET MANAGEMENT SERVICES	6,000.00	0.00	0.00	0.00	179.55	5,820.45	1QSpending	
			713100C	OTHER SERVICES & CHARG	BUDGET MANAGEMENT SERVICES	359,000.00	0.00	0.00	0.00	17,300.65	341,699.35	1QSpending	
			713200C	CONTRACTUAL SERVICES -	BUDGET MANAGEMENT SERVICES	110,632.90	0.00	50,000.00	0.00	0.00	60,632.90	1QSpending	
			717100C	PURCHASES EQUIPMENT &	BUDGET MANAGEMENT SERVICES	25,000.00	0.00	0.00	0.00	3,426.96	21,573.04	1QSpending	
		NON-PERSONNEL SERVICES Total					500,632.90	0.00	50,000.00	0.00	20,907.16	429,725.74	1QSpending
		500029	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	DISTRICTWIDE AGENCY OVERSIGHT AND SUPPORT	745,622.90	0.00	0.00	0.00	90,624.94	654,997.96	1QSpending
				701200C	CONTINUING FULL TIME - C	DISTRICTWIDE AGENCY OVERSIGHT AND SUPPORT	84,689.04	0.00	0.00	0.00	20,822.23	63,866.81	1QSpending
	701300C			ADDITIONAL GROSS PAY	DISTRICTWIDE AGENCY OVERSIGHT AND SUPPORT	0.00	0.00	0.00	0.00	4,999.36	(4,999.36)	1QSpending	
	701400C			FRINGE BENEFITS - CURR P	DISTRICTWIDE AGENCY OVERSIGHT AND SUPPORT	172,070.23	0.00	0.00	0.00	20,970.69	151,099.54	1QSpending	
PERSONNEL SERVICES Total					1,002,382.17	0.00	0.00	0.00	137,417.22	864,964.95	1QSpending		
NON-PERSONNEL SERV	713100C		OTHER SERVICES & CHARG	DISTRICTWIDE AGENCY OVERSIGHT AND SUPPORT	80,000.00	0.00	50,000.00	0.00	0.00	30,000.00	1QSpending		
NON-PERSONNEL SERVICES Total					80,000.00	0.00	50,000.00	0.00	0.00	30,000.00	1QSpending		
500033	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	RACIAL EQUITY SERVICES	789,107.84	0.00	0.00	0.00	207,617.85	581,489.99	1QSpending		
		701400C	FRINGE BENEFITS - CURR P	RACIAL EQUITY SERVICES	163,740.05	0.00	0.00	0.00	36,681.71	127,058.34	1QSpending		
	PERSONNEL SERVICES Total					952,847.89	0.00	0.00	0.00	244,299.56	708,548.33	1QSpending	
	NON-PERSONNEL SERV	711100C	SUPPLIES & MATERIALS	RACIAL EQUITY SERVICES	71,419.00	0.00	0.00	0.00	0.00	71,419.00	1QSpending		
		713100C	OTHER SERVICES & CHARG	RACIAL EQUITY SERVICES	205,000.00	0.00	20,000.00	0.00	4,081.56	180,918.44	1QSpending		
		717100C	PURCHASES EQUIPMENT &	RACIAL EQUITY SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00	1QSpending		
NON-PERSONNEL SERVICES Total					286,419.00	0.00	20,000.00	0.00	4,081.56	262,337.44	1QSpending		
500280	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	GUN VIOLENCE PREVENTION INITIATIVES	750,511.00	0.00	0.00	0.00	72,568.15	677,942.85	1QSpending		
		701200C	CONTINUING FULL TIME - C	GUN VIOLENCE PREVENTION INITIATIVES	0.00	0.00	0.00	0.00	37,179.30	(37,179.30)	1QSpending		
		701300C	ADDITIONAL GROSS PAY	GUN VIOLENCE PREVENTION INITIATIVES	0.00	0.00	0.00	0.00	4,644.96	(4,644.96)	1QSpending		
		701400C	FRINGE BENEFITS - CURR P	GUN VIOLENCE PREVENTION INITIATIVES	155,504.41	0.00	0.00	0.00	23,593.14	131,911.27	1QSpending		
		701500C	OVERTIME PAY	GUN VIOLENCE PREVENTION INITIATIVES	0.00	0.00	0.00	0.00	(254.71)	254.71	1QSpending		
	PERSONNEL SERVICES Total					906,015.41	0.00	0.00	0.00	137,730.84	768,284.57	1QSpending	
	NON-PERSONNEL SERV	711100C	SUPPLIES & MATERIALS	GUN VIOLENCE PREVENTION INITIATIVES	10,000.00	0.00	0.00	0.00	11,291.64	(1,291.64)	1QSpending		
		713100C	OTHER SERVICES & CHARG	GUN VIOLENCE PREVENTION INITIATIVES	550,000.00	0.00	45,000.00	0.00	25,240.79	479,759.21	1QSpending		
		717100C	PURCHASES EQUIPMENT &	GUN VIOLENCE PREVENTION INITIATIVES	50,000.00	0.00	0.00	0.00	0.00	50,000.00	1QSpending		
	NON-PERSONNEL SERVICES Total					610,000.00	0.00	45,000.00	0.00	36,532.43	528,467.57	1QSpending	
1010190	500026	PERSONNEL SERVICES	701200C	CONTINUING FULL TIME - C	BUDGET MANAGEMENT SERVICES	839,651.94	0.00	0.00	0.00	153,386.96	686,264.98	1QSpending	
			701400C	FRINGE BENEFITS - CURR P	BUDGET MANAGEMENT SERVICES	172,128.67	0.00	0.00	0.00	39,349.24	132,779.43	1QSpending	
	PERSONNEL SERVICES Total					1,011,780.61	0.00	0.00	0.00	192,736.20	819,044.41	1QSpending	
	NON-PERSONNEL SERV	713100C	OTHER SERVICES & CHARG	BUDGET MANAGEMENT SERVICES	9,000.00	0.00	0.00	0.00	0.00	9,000.00	1QSpending		
		713200C	CONTRACTUAL SERVICES -	BUDGET MANAGEMENT SERVICES	154,653.72	0.00	0.00	0.00	0.00	154,653.72	1QSpending		
NON-PERSONNEL SERVICES Total					163,653.72	0.00	0.00	0.00	0.00	163,653.72	1QSpending		
Grand Total						11,872,535.09	0.00	165,000.00	14,960.00	2,170,272.54	9,522,302.55		

Question 9 a and c

Office of the City administrator (AE0)  
 FY 2023 Grants Report ARPA

**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

Agency	(All)							Data	
Fund	Fund Description	Account	Program	Cost Center	Account Description	Project	Award	Sum of Initial Budget	Percent
<b>1010190 Total</b>								<b>1,268,979.99</b>	100%
Grand Total								1,268,979.99	

Office of the City administrator (AE0)  
 FY 2024 Grants Report ARPA

**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**

Agency	(All)							Data	
Fund	Fund Description	Account	Program	Cost Center	Account Description	Project	Award	Total	Percent
<b>1010190 Total</b>								<b>1,268,980.00</b>	100%
Grand Total								1,268,980.00	

**Reprogramming**

Question 9 E

REPROGRAMMINGS					
Fiscal Year 2023					
(to date)					
rogramming	Description	Amount	Fund	Submitted	Date Completed
1	Reprogramming from OCA to AA0 Emancipation	\$300,000	'0100	3/1/2021	09/31/2023

rogrammings in FY 2024





Report Run Date/Time:

<b>Purchase Orders</b>
10/01/2022
09/30/2023
N

PO Number	PO Line Item Description	Supplier Name	Fund	Program	Program Description	Cost Center	Purchasing Contract N	PO Distribution Amo	Competitive /Sole Source
PO683147	Purchase Order for DCHA Emergency Contract. ...	CSG ADVISORS INC	1010138	100154	PERFORMANCE AND STRATEGIC M	50076	CW104514	\$863,465.00	Sole Source
PO683497	FY23 Purchase Order for a Maintenance ...	METROPOLITAN OFFICE PRODUCTS	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$1,015.00	Competitive
PO683497	FY23 Purchase Order for a Maintenance ...	METROPOLITAN OFFICE PRODUCTS	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$4,865.00	Competitive
PO683501	FY23 Copier Maintenance Agreement for a ...	METROPOLITAN OFFICE PRODUCTS	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	C16284	\$870.00	Competitive
PO683501	FY23 Copier Maintenance Agreement for a ...	METROPOLITAN OFFICE PRODUCTS	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	C16284	\$4,170.00	Competitive
PO684478	Purchase Order for FY23 ORE Technical Writer ...	MINDFINDERS INC	1010001	500033	RACIAL EQUITY SERVICES	50078	N/A	\$14,423.04	Competitive
PO684631	The District of Columbia Mayor's Office of ...	H2O STRATEGIES LLC	1010001	500033	RACIAL EQUITY SERVICES	50078	N/A	\$42,500.00	Competitive
PO686753	Resource Name: Chakravarty, GautamLabor ...	COMPUTER AID, INC	1010190	500026	BUDGET MANAGEMENT SERVICES	50077	CW95481	\$74,986.55	Competitive
PO687949	Purchase Order for Renewing Adobe Software ...	DELL MARKETING L.P.	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$220.41	Competitive
PO687949	Purchase Order for Renewing Adobe Creative ...	DELL MARKETING L.P.	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$785.02	Competitive
PO687949	Purchase Order for Renewing Adobe Software ...	DELL MARKETING L.P.	1010001	500026	BUDGET MANAGEMENT SERVICES	50077	N/A	\$3,085.74	Competitive
PO687949	Purchase Order for Renewing Adobe Software ...	DELL MARKETING L.P.	1010001	500033	RACIAL EQUITY SERVICES	50078	N/A	\$514.29	Competitive
PO687949	Purchase Order for Renewing Adobe Software ...	DELL MARKETING L.P.	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$146.94	Competitive
PO687949	Purchase Order for Renewing Adobe Software ...	DELL MARKETING L.P.	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$367.35	Competitive
PO687949	Purchase Order for Renewing Adobe Software ...	DELL MARKETING L.P.	1010001	500280	GUN VIOLENCE PREVENTION INITIA	50369	N/A	\$440.82	Competitive
PO687949	Purchase Order for New Adobe Software for OCA	DELL MARKETING L.P.	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	N/A	\$808.20	Competitive
PO691936	Purchase Order for Phase Two Consulting. See...	CSG ADVISORS INC	1010138	100154	PERFORMANCE AND STRATEGIC M	50076	CW107371	\$995,000.00	Sole Source
PO693144	Name of Resource : Koneru, LokeshLabor ...	ADVANCED NETWORK CONSULTING	1010001	100154	PERFORMANCE AND STRATEGIC M	50076	C17609	\$17,840.45	Competitive
PO693310	Resource Name: Stankovic, Marko Labor ...	COMPUTER AID, INC	1010001	500026	BUDGET MANAGEMENT SERVICES	50077	CW95481	\$21,000.00	Competitive



 Submissions of Adjustment Requests are currently closed, please contact your designated Compliance Specialist. 



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Logout

## Budget Summary


Agency Name: Office of the City Administrator


Fiscal Year: 2023

FY Budget Code: 2023 AEO

APPROPRIATED BUDGET	BUDGET CHANGES	TOTAL ADJUSTED APPROVED BUDGET
Initial Appropriated Operating Budget: \$12,221,189.18	Adjusted Operating Budget: \$1,194,853.05	Appropriated Operating Budget: \$13,416,042.23
Initial Appropriated Capital Budget: \$0.00	Adjusted Capital Budget: \$889,363.97	Appropriated Capital Budget: \$889,363.97
Total Appropriated Monitored Budget: \$12,221,189.18	Total Adjusted Monitored Budget: \$2,084,217.02	Monitored Budget: \$14,305,406.20
Total Initial Transfer Amount: \$0.00	Transfer Amounts: \$0.00	Appropriated Monitored Budget (excl. Transfers): \$14,305,406.20
Total Initial Automatic Exclusions: \$10,397,489.40	Automatic Exclusion Changes: (\$1,295,992.02)	Total Exclusions: \$9,101,497.38
Total Initial Approved Exceptions: \$763,000.00	Exceptions Changes: \$0.00	Total Exceptions: \$763,000.00
Total Initial Baseline Expendable Budget: \$1,060,699.78		
Total Initial Anticipated Transfers: \$0.00	Anticipated Transfers Changes: \$0.00	Total Adjusted Anticipated Transfers: \$0.00
Total Initial Approved Expendable Budget: \$1,060,699.78		Anticipated Expendable Budget: \$4,440,908.82
Total Approved SBE Goal: \$530,349.89		Adjusted Approved SBE Goal: \$2,220,454.41
Total SBE Spend: \$119,925.69		Percentage towards SBE Goal: 5.4%

## Expenditure Lines

EXPENDITURES	PENDING ADJUSTMENTS	FINAL DETERMINATIONS	EXPENDITURE SIGNOFF					
<p>* To request additional credit towards your SBE goal, select expenditure type as "Non-SBE Expenditures" and click "Request Adjustments".</p> <p>* To sign-off on your expenditures select "Expenditure Sign-off" Tab.</p>								
<p>Select Expenditure Type: <input type="text" value="All"/> Quarter: <input type="text" value="All"/> Business Name: <input type="text"/> Purchase Order Number: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Request Adjustments"/> <input type="button" value="Export All"/> </p>								
Type of Expenditure	PO Number	Business Name	CBE Number	SBE	CBE Status	Expenditure Amount	Payment Date	Fiscal Quarter
OCFO	PO691936	CSG ADVISORS INC		N		\$995,000.00	2023-08-07	Q4
OCFO		AMERICAN UNIVERSITY		N		\$39,492.00	2023-09-08	Q4
OCFO	PO686753	COMPUTER AID, INC		N		\$20,913.68	2023-07-01	Q4

OCFO	PO686753	COMPUTER AID, INC		N		\$19,812.96	2023-08-05	Q4	
 Submissions of Adjustment Requests are currently closed, please contact your designated Compliance Specialist.									
OCFO	PO684631	H2O STRATEGIES LLC	LSZR32164072024	Y	Active	\$8,500.00	2023-08-22	Q4	
OCFO	PO684631	H2O STRATEGIES LLC	LSZR32164072024	Y	Active	\$8,250.00	2023-07-28	Q4	
OCFO	PO693144	ADVANCED NETWORK CONSULTING	LSDZ55388042025	Y	Active	\$6,151.88	2023-09-26	Q4	
OCFO		Lakiesha R Walker		N		\$3,235.58	2023-09-21	Q4	
OCFO	PO687949	DELL MARKETING L.P.		N		\$3,085.74	2023-08-15	Q4	
OCFO		Lakiesha R Walker		N		\$2,446.09	2023-08-01	Q4	
OCFO		JP MORGAN CHASE BANK, NA		N		\$2,446.09	2023-07-10	Q4	
OCFO		Brittany Marie Williams		N		\$1,823.16	2023-09-20	Q4	
OCFO		JP MORGAN CHASE BANK, NA		N		\$1,823.16	2023-09-20	Q4	
OCFO		JP MORGAN CHASE BANK, NA		N		\$1,700.00	2023-09-20	Q4	
OCFO		JP MORGAN CHASE BANK, NA		N		\$1,580.00	2023-09-20	Q4	
OCFO		Lakiesha R Walker		N		\$1,401.20	2023-07-24	Q4	



## Executive Office of the Mayor



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[Ask the Mayor](#)



[Muriel Bowser](#)  
Mayor

# Mayor's Order 2023-131

## GOVERNMENT OF THE DISTRICT OF COLUMBIA ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2023-131  
October 31, 2023

**SUBJECT:** Updated District Government Sexual Harassment Policy, Guidance, and Procedures

**ORIGINATING AGENCY:** Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by sections 422(2), (3), and (11) of the District of Columbia Home Rule Act of 1973, 87 Stat. 790; Pub. L No. 93-198, D.C. Official Code §§ 1-204.22(2), (3), and (11), it is hereby **ORDERED** that:

## I. PURPOSES AND BACKGROUND

This Order incorporates provisions of, updates, and supersedes Mayor's Order 2017-313, dated December 18, 2017, regarding sexual harassment in District of Columbia ("District") Government workplaces.

In addition to providing procedural updates to the District's sexual harassment policy, this Order establishes and directs the Sexual Harassment Task Force to further examine the District's sexual harassment policies and provide recommendations to further the goal of a harassment-free workplace; establishes obligations of District Government employees; adds Mayor's direct reports to those required to be referred for outside investigation of sexual harassment; and bans all sexual and romantic relationships between supervisors and the employees in their chain of command.

This Order reaffirms that the District Government does not tolerate any form of inappropriate workplace conduct including sexual harassment, nor does it tolerate sexual harassment in non-employment interactions between District Government employees and the public. Sexual harassment is recognized as one of the most unjust, demeaning, and demoralizing examples of workplace misconduct.

This Order also requires that employees be trained on sexual harassment every year and provides additional specificity as to the qualifications and role of Sexual Harassment Officers.

Further, this Order directs agency compliance with the Sexual Harassment Data Collection and Reporting Act of 2022, D.C. Law 24-171, D.C. Official Code § 1-546.01, and clarifies, consistent with the Human Rights Enhancement Amendment Act of 2022, D.C. Law 24-172, D.C. Official Code § 2-1402.11(c-2), the definition of sexual harassment.

## II. INDIVIDUALS AND ENTITIES COVERED

### A. Prohibitions and Protections

1. This Order is intended broadly to prohibit sexual harassment in all interactions with District Government employees and officials and persons acting on behalf of the District Government, and to facilitate speedy investigation and non-monetary remedial action including warnings to stop offensive behavior, additional training, reassignments, and personnel and contract actions.

2. The District of Columbia prohibits workplace sexual harassment by all District Government employees and officials. The prohibition applies to harassment of other employees and officials and to harassment of third parties and members of the public interacting with the District Government, such as vendors, contractors, grantees, customers, clients, and other persons visiting or working at District Government worksites or service sites inside and outside District Government agencies.

3. Likewise, contractors and grantees carrying out work on behalf of the District Government shall not sexually harass colleagues who carry out work on behalf of the District Government; District Government employees; or customers, clients, or beneficiaries of the services the contractors and grantees provide on behalf of the District Government; and those clients, customers, beneficiaries, employees, and colleagues may file complaints that trigger sexual harassment investigations and possibly remedies. Remedies may include requiring the contractor or grantee to use alternate personnel to provide services, and other remedies available under the contract or grant agreements up to and including contract or grant termination or non-renewal of the grant or contract.

4. In addition, sexual harassment by District Government clients, customers, or visitors against District Government employees, contractors, or grantees, or other clients, customers, or visitors, at District Government worksites or service sites, is prohibited and complaints made against District Government employees who sexually

harass contractors, grantees, agency clients, customers or visitors, upon investigation, may result in discipline of the employee and accommodations of the contractor, grantee, customer or visitor, such as having another government official assigned to the matter.

5. In the course of their duties as members of District of Columbia boards and commissions, board and commission members are bound by the prohibitions, procedures, and deadlines set forth in this Order.

6. Not every procedure set forth in this Order applies to persons not working for the District Government.

## B. Scope

1. Laws prohibiting sexual harassment apply throughout the District Government. The agencies listed below should either use the training, procedures, information, and processes provided in this Order, or their own, similar ones. To the extent District law requires centralized reporting, the reporting requirements in this Order apply to all agencies.

2. Those agencies include the Office of the Attorney General, the Office of the Chief Financial Officer, the Board of Elections, the Zoning Commission, the Public Service Commission, the Commission on Arts and Humanities, the Washington Convention and Sports Authority (Events DC), the Board of Education, the University of the District of Columbia, the DC Public Library, the DC State Athletics Commission, the Public Charter School Board and public charter schools, the Office of the People's Counsel, the District of Columbia Water and Sewer Authority (DC Water), the Green Finance Authority, the Health Benefit Exchange Authority, the Not-for-Profit Hospital Corporation, the Contract Appeals Board, the DC Retirement Board, the Office of Employee Appeals, the DC National Guard, the Criminal Justice Coordinating Council, the Office of Police Complaints, the Corrections Information Council, and the Uniform Law Commission.

3. This Order does not apply to the Council of the District of Columbia, Advisory Neighborhood Commissions, or the DC Courts, and agencies

and offices subordinate to them.

### III. SEXUAL HARASSMENT

A. Through the Human Rights Enhancement Amendment Act of 2022, D.C. Law 24-172, effective September 21, 2022; D.C. Official Code § 2-1402.11(c-2), the Council has, in the employment context, expanded the definition of “harassment” and “sexual harassment” under the D.C. Human Rights Act to provide that sexual harassment includes conduct of a sexual nature, “whether direct or indirect, verbal or nonverbal, that unreasonably alters an individual’s terms, conditions, or privileges of employment or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.”

B. In addition, sexual harassment includes “sexual advances, requests for sexual favors, or other conduct of a sexual nature where submission to the conduct is made either explicitly or implicitly a term or condition of employment or where submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual’s employment.” This is sometimes referred to as quid pro quo sexual harassment.

C. In determining whether sexual harassment has taken place, the D.C. Human Rights Act states that “conduct need not be severe or pervasive to constitute harassment” and that “no specific number of incidents or specific level of egregiousness is required.”

D. Examples of conduct that can contribute to or constitute sexual harassment or an intimidating, hostile, or offensive work environment include:

1. Sex acts;
2. Display of sexual organs;
3. Using sexually oriented or sexually degrading language describing an individual or their body, clothing, hair, accessories, or sexual experiences;



4. Sexually offensive comments or off-color language, jokes, or innuendo that a reasonable person would consider to be of a sexual nature, or belittling or demeaning to an individual or a group's sex, sexual orientation, or gender identity;
5. "Sexting" or seeking or sending pictures of intimate body parts;
6. Taking or displaying pictures of body parts meant to be covered up (such as "upskirting" pictures);
7. Displaying or disseminating sexually suggestive objects, books, screensavers, magazines, photographs, music, cartoons, or computer internet sites or references;
8. Unnecessary and inappropriate touching or physical contact, such as intentional and repeated brushing against a colleague's body, touching or brushing a colleague's hair or clothing, massages, groping, patting, pinching, or hugging, that a reasonable person would consider to be of a sexual nature;
9. Leering, ogling, or making sexually suggestive gestures or sounds, such as whistling or kissing noises;
10. Making inquiries about someone's private sex life or describing one's own sex life;
11. Workplace sexual comments, conduct, displays and suggestions between two willing parties in the presence of another that are inconsistent with professional workplace norms;
12. Any unwanted repeated contact, including, but not limited to in-person, or telephonic, for romantic or sexual purposes;
13. Giving a preference to someone who is engaged in a dating, romantic, or sexual relationship based on the relationship to the disadvantage of someone who is not engaged in a dating, romantic, or sexual relationship; and

14. Sexual assault, stalking, trapping someone such that they are not free to leave and a sexual encounter is expected or threatened, threats of bodily harm relating to sex or the refusal to have sex, or other crimes related to acts of sexual harassment.

E. Further, the District may treat some conduct of a sexual nature as misconduct, even when it does not rise to the level of unlawful sexual harassment actionable under the D.C. Human Rights Act. As an example, an employee who tends to greet people with a hug may have been warned that the conduct was offensive to some employees and then hugs an employee whom they have not seen in many months. The conduct may not rise to the level of “unreasonably altering the individual’s terms, conditions, or privileges of employment,” but it could constitute misconduct since they had been warned that some employees associate hugging with unwanted sexual contact that is offensive in the work environment.

## **IV. DATING, ROMANTIC, AND SEXUAL RELATIONSHIPS IN THE WORKPLACE**

### **A. Prohibitions**

1. Prohibitions on certain dating, romantic, or sexual relationships in the workplace exist to prevent real or perceived impropriety, favoritism, conflicts of interest due to power dynamics, control of an employee’s assignments and performance reviews, as well as to advance fairness for all other employees, contractors, grantees, and clients. Even consensual dating, romantic, or sexual relationships can generate allegations of favoritism based on sexual relationships or sexual harassment by one of the parties or a third party. Relationships, or aspects of relationships, that may be perceived as consensual by one party may be considered coerced or harassing by the other party due to power dynamics, and relationships that start consensually may evolve into sexual harassment.

2. Subject to the conditions and implementation procedures discussed in this Order, it is now the policy of the District Government that a dating, romantic, or sexual relationship between a supervisor and any employee in the chain of command they supervise – whether supervision is direct or indirect, operational or situational – is

prohibited. Note that chain of command in this definition may span agencies or divisions within an agency.

3. In addition, District Government employees shall not initiate a dating, romantic, or sexual relationship with trainees, recruits, or interns, regardless of the employee's assignment in relation to the trainee, recruit, or intern if the employee is in the same agency as the trainee, recruit, or intern.

4. Further, this Order prohibits dating, romantic, and sexual relationships when they are prohibited by applicable professional or ethical standards, such as lawyer-client, doctor-patient, or social worker-client.

5. District Government employees shall not participate personally and substantially in particular matters that affect or could affect the financial interests of someone with whom they are in a dating, romantic, or sexual relationship, whether that person is an employee, grantee, contractor, or client of the agency.

## **B. Designation of Person or Committee to Resolve Issues Surrounding Workplace Relationships; Existing Relationships**

1, By November 17, 2023, District Government agency directors shall designate their own agency human resources agency/officers, another appropriate officer, or an office or committee to receive disclosures of relationships and resolve workplace issues arising from any prohibited dating, romantic, or sexual relationship on a case-by-case basis consistent with this Order; absent such a designation, disclosures shall be made to the Director.

2. By December 8, 2023, existing relationships that fall within the prohibitions of this Order must be disclosed to the designee identified in subsection IV.B.1. of this Order, in the manner specified by their agency or on a form to be created by DCHR, whereupon the situation will be evaluated and a resolution determined.

3. Resolution may involve giving the employees a defined but reasonable time to find a new position where the relationship is not implicated by this Order; shifting reporting structures to take the relationship out of a prohibited status; or establishment of recusal structures when the employees do not work in the same agency or division but they heretofore were in situational or operational chains of command.
4. To the extent adjustments are made in work sites or shifts, reporting structures, job duties or any other factor for one or both of the persons in the relationship, agencies shall endeavor to afford such options on a voluntary basis for all concerned, particularly if an employee not involved in a prohibited relationship is affected by any proposed accommodation of the relationship.
5. If no satisfactory resolution of the prohibited relationship can be reached, the persons in a dating, romantic, or sexual relationship may request a waiver of the provisions of this Order. Waiver requests shall be submitted to the Mayor and shall be accompanied by a recommendation from the agency or agency designee. Waiver requests may include any information relevant to the determination and shall be on a form to be created by the Department of Human Resources ("DCHR").
6. Agencies may make reasonable efforts to assist with a transfer or reassignment, without prejudicing either employee (or any other employee), but it is not the responsibility of the personnel authority or the agency to restructure their agency operations or find a new position for someone in the relationship. No agency is required to grant a request or application for a transfer.
7. Agencies may promulgate regulations or policies consistent with this Order to effect its implementation and to provide consistent treatment for employees facing this situation, though each relationship may pose unique issues. Agencies may also issue rules explaining in more detail for their agencies' employees and contractors how terms such as "dating," "chain of command" and "trainee" are to be interpreted

considering their agency's operations. Agencies may prohibit dating, romantic, or sexual relationships with their own clients or clients of the agency or a subset of the agency, as the agency deems appropriate to prevent factual or perceived impropriety or favoritism. For instance, an agency with both social workers and non-licensed employees providing case work to agency clients could extend the ban on dating and sexual relationships with clients to their non-licensed employees, to hold them to the same professional standards as their licensed colleagues.

8. By December 12, 2023, agencies shall report the number of disclosed relationships to the Mayor's Office of Legal Counsel ("MOLC") and the contact information of the person handling requests for accommodation, for consideration by the Sexual Harassment Taskforce.

### **C. Disclosure of Relationships**

1. In addition to the disclosures of existing relationships required by Section IV.B., if by promotion or agency reorganization or other circumstance, two employees in a dating, romantic, or sexual relationship would fall into a prohibited relationship status, their relationship must be disclosed as soon as the possibility of falling into prohibited status is realized by either person in the relationship.

2. If there is a reasonable likelihood that someone would raise a credible charge that there was or could be preferential treatment based on a dating, romantic, or sexual relationship that is not in a chain of command, then the employees involved in the dating, romantic, or sexual relationship must also report their relationship to the person or office designated pursuant to Section IV.B. Such reporting is necessary for consideration of whether additional safeguards are necessary and whether the prohibition on relationships based on situational supervision is implicated.

### **D. New Relationships**

Generally, if two persons in a chain of command wish to begin a dating, romantic, or sexual relationship with each other, one party to the

relationship should apply for a transfer or otherwise seek employment that eliminates the supervisory relationship before the relationship begins so that no prohibited relationship commences. For example, a supervisor may be transferred to another supervisory role so that they are not in the chain of command with the other person.

## **E. Conduct**

1. District Government employees in a dating, romantic, or sexual relationship with another District Government employee, or client/customer of their agency, or grantee or contractor of their agency, shall conduct themselves in an appropriate manner while on duty and shall not engage in behavior that detracts from a professional work environment.
2. Any sexual activity at work sites or during an employee's working hours, regardless of location, is prohibited.

## **F. Violations**

A violation of a provision of this Order regarding dating, romantic, or sexual relationships may not constitute sexual harassment as defined above, but an employee who engages in a prohibited relationship under Section IV.A. of this Order or fails to disclose a relationship that is required to be disclosed shall be subject to appropriate personnel action, up to and including termination.

## **G. Legal Representation**

If legal action is commenced against the District of Columbia and/or a supervisor who engaged in a dating, romantic, or sexual relationship with an employee, or a person engaged in a potentially-conflictual relationship, the existence of the sexual or romantic relationship will be a factor in the District of Columbia's decision to provide legal representation to the supervisor or the employee(s) engaged in a relationship.

## **V. PROCEDURES FOR STOPPING SEXUAL HARASSMENT; REPORTING AND INVESTIGATING SEXUAL HARASSMENT CLAIMS**

## A. Employee Obligations

1. District Government employees are bound by the principles set forth in the Code of Conduct at 6B DCMR §§ 1800.2–1800.4 and are expected to act at all times in a manner reflecting their roles as public servants. Depending on an employee's role in the District Government, the obligations regarding the prevention of sexual harassment may differ. "Employees" for the purpose of this Order include contractors engaged by the District Government performing work on behalf of the District similar to that as its employees, such as at District worksites.

2. All employees are obligated to:

- a. Refrain from engaging in behavior that constitutes sexually harassing conduct;
- b. Refrain from initiating or conducting a prohibited dating, romantic, or sexual relationship as described in Section IV.A. of this Order;
- c. Disclose their own dating, romantic, or sexual relationships with other employees if required in Section IV.D. of this Order;
- d. Affirm their agreement to comply with this Order;
- e. Complete annual sexual harassment training;
- f. Cooperate fully in any inquiry or investigation into an alleged violation of this Order; and
- g. Refrain from any behavior that may call into question the impartial and harassment-free provision of services to constituents, agency clients or customers, contractors, or grantees.

3. Supervisors should take particular care to avoid conduct that could lead to allegations of sexual harassment, considering time, place, and situations of interactions with employees.



## **B. Employee Communication**

1. To avail themselves of the procedures and protections of this Order, when a District Government employee finds conduct unwelcome, intimidating, or offensive, they may: (a) tell the person who is engaging in offensive or inappropriate sexual conduct to stop and that such conduct is unwelcome; or (b) ask the employee's supervisor, General Counsel, or Sexual Harassment Officer to advise the person that the conduct is offensive and unwelcome; or (c) proceed immediately to file a complaint of sexual harassment under this Order.

2. Employees and others engaged in intervention are encouraged to document all intervention efforts or requests to cease reported inappropriate sexual conduct, including conversations, texts, or email exchanges.

## **C. Reporting Allegations of Inappropriate Conduct of a Sexual Nature or Sexual Harassment**

1. All District Government employees are encouraged to help ensure that District Government workplaces are free of sexual harassment. Employees who know of incidents of inappropriate conduct of a sexual nature, as well as behavior that may create an intimidating, hostile, or offensive work environment, or who are victims of inappropriate conduct of a sexual nature, should report the inappropriate conduct.

2. Employees may report to the Sexual Harassment Officer ("SHO") of their agency or any other agency, or the supervisor or manager of the employee engaging in inappropriate conduct, to their own supervisor, or to the agency General Counsel. Contractors, grantees, and customers of agencies may report allegations of inappropriate conduct of a sexual nature to the SHO of the relevant agency or any other agency, the relevant agency's General Counsel, the supervisor of the employee who engaged in the alleged inappropriate conduct, or their grant or contract administrator.

3. Allegations of sexual harassment against the Mayor, City Administrator, Mayor's Chief of Staff, Mayor's Senior Advisor, Director

of the MOLC, any Deputy Mayor, or any official who directly reports to the Mayor, shall be referred to the Inspector General to determine if the allegation is credible, in which case it shall be referred for independent investigation. Such investigations shall be carried out by an entity outside the District Government and those reports shall be provided to MOLC (or the City Administrator if the allegation is against the Director of the MOLC) and the Inspector General.

## **D. Agency Responsibilities**

### **1. Sexual Harassment Officers (“SHOs”) and Investigations**

a. Each Deputy Mayor’s Office and each agency shall designate a primary SHO and an alternate SHO and shall update the designations, as needed, on an ongoing basis. Each agency shall provide the names of its SHOs to DCHR, and DCHR shall maintain a current District-wide list of agency SHOs. Further, pursuant to D.C. Official Code § 1-546.01(2), SHOs shall be registered with the Office of Human Rights (“OHR”).

b. SHOs shall be trained and qualified to serve. To be qualified to serve as a SHO, individuals must have taken and continue to take annual training provided by DCHR and OHR. SHOs may but are not required to be an agency’s Equal Employment Opportunity (“EEO”) officer, or human resources manager; they must be competent in EEO laws and be designated by the agency to accept sexual harassment complaints and to review and investigate claims. SHOs need not be attorneys.

c. The primary and alternate SHOs for a smaller agency may be employees of another agency (i.e., the SHO of a larger agency may serve as the SHO for a smaller agency). An agency of any size may also obtain assistance from another agency’s SHO in handling a particular investigation, including having another agency’s SHO carry out an investigation, where there is a possibility of the appearance of a conflict of interest, or for administrative convenience. For the purposes of this Order, a smaller agency availing itself of this option will still be referred to as the “agency.”

d. A person seeking to report a violation of this Order may file with any agency SHO, not solely the SHO at their agency or the agency at which the alleged sexual harassment occurred. Persons filing complaints, however, are not entitled to have the investigation conducted by the person of their choosing.

e. If a complaint is reported to someone other than the SHO, the person receiving the complaint must notify the agency SHO, unless giving notice would raise conflict of interest concerns, in which case the person must notify the agency General Counsel.

f. Unless the complaint is against the agency General Counsel, the SHO shall immediately notify the agency's General Counsel of the complaint, and the General Counsel shall thereafter notify the Mayor's Office of Legal Counsel ("MOLC"). The SHO may consult with the agency's General Counsel, or the General Counsel's designee, for legal guidance on conducting the investigation and shall notify the General Counsel of any issue that may require higher-level support. If the complaint is against the General Counsel, the SHO shall notify the MOLC directly.

g. SHOs should review DCHR's SHO training materials before initiating an investigation. DCHR has training materials on duties to inform the bargaining unit, the right to union representation during investigatory questioning, assessing credibility, unconscious bias, conducting interviews, gathering evidence, protecting confidentiality, preservation of evidence, when to stop an investigation and refer a matter for criminal investigation and more.

h. The primary function of a SHO is to accept complaints alleging violations of this Order and to gather, investigate and review the factual basis of the claim(s). SHOs may corroborate or refute factual allegations; SHOs may provide impressions and evidence regarding the credibility of witnesses. They weigh such evidence and may take into account their impressions of the credibility of witnesses. Ultimately, SHOs make and submit to the appropriate

agency Director recommended determinations of whether the allegations are substantiated or are not substantiated. They are not to make legal conclusions about whether sexual harassment occurred.

i. Investigations of allegations of inappropriate conduct of a sexual nature shall be conducted, and the associated investigation report completed, as soon as practicable, within sixty (60) days after the filing of the report of the alleged sexual harassment, absent unusual circumstances.

j. The investigative report shall include a description of the allegations, a description of the SHO's investigation, a description of the evidence adduced by the SHO, and the SHO's recommended determination as to whether the allegations were substantiated. The SHO shall transmit the report to the Director or agency Director's designee and General Counsel of the agency where the alleged harasser is employed.

## **2. Interim Remedial Actions**

a. Pending the completion of the SHO investigation and report, the issuance of the agency report, and the imposition of any disciplinary action, and to protect the rights of the alleged victim as well as the alleged harasser, the agency may take temporary personnel actions that do not result in any adverse employment action to either party.

b. When an agency becomes aware of an allegation of misconduct of a sexual nature, the agency shall notify the alleged harasser of the reported behavior and may demand that the alleged behavior cease immediately and not be repeated.

c. The agency shall take such other remedial steps as it deems appropriate to mitigate the possibility of the alleged harassing conduct continuing.

d. Interim remedial actions are administrative rather than disciplinary and may include, but are not limited to, transfers, reassignment of duty station, changed shifts, duties or reporting requirements, mandatory administrative leave with pay, or other appropriate measures that do not result in reduction of pay, demotion in title or responsibility, or other loss of employee benefits. In general, the agency should avoid moving the alleged victim or changing the alleged victim's shift, or taking similar action affecting the alleged victim, unless the alleged victim requests the action; if the agency takes such an action absent a request from the alleged victim, the agency should make clear to the alleged victim that the action is being taken in pursuit of an effective and prompt stop to any alleged harassment, and not in retaliation for reporting the alleged harassment.

e. Personnel authorities are encouraged to find alternative, reasonably comparable placement during the pendency of an investigation for the accuser or accused in lieu of administrative leave with pay, where possible and if consistent with any collective bargaining agreements.

### **3. Post-SHO Investigation Agency Actions**

a. The agency Director or agency Director's designee may reject a SHO report and return it to the SHO for further investigation, information, documentation, or analysis if the agency Director or designee considers the report to be incomplete, inadequate, or otherwise unacceptable.

b. If the report is not rejected, the agency Director, or the agency Director's designee, within fourteen (14) days of receiving the SHO's report, shall issue an agency report that accepts, modifies, or rejects the SHO's findings and substantiation recommendations, describes the rationale for any such modifications or rejections, and makes conclusions as to whether the substantiated allegations constitute a violation of this Order. The SHO report shall be included as an attachment to the agency Director or

designee's report. The agency Director or designee shall consult with the agency's General Counsel during the preparation of the report regarding relevant legal standards or other legal issues.

c. If the report determines that a violation of this Order has occurred, the report shall be submitted to the agency's human resource officer for appropriate disciplinary action, up to and including termination. The agency shall require that any employee found to have violated this Order whose employment is not terminated must attend mandatory sexual harassment training within sixty (60) days after the issuance of the agency report.

d. The agency must provide the employee and the alleged harasser with a summary written notification of its findings and conclusions (final agency decision) after the sixty (60) day period and shall convey the same to MOLC within five (5) days after it is issued. The notice shall include a description of each allegation and the agency's determination as to whether the allegations were substantiated or were unsubstantiated. Such notice shall not include summaries of witness interviews, credibility determinations, or legal analysis; the notice is a simple recitation of the allegations and the determination as to whether the allegations were substantiated or were unsubstantiated.

e. Any conclusion in the SHO or Director's report that a violation of this Order occurred does not constitute a final legal conclusion that sexual harassment under the D.C. Human Rights Act or federal law occurred. Conversely, a finding that was not substantiated is not a legal conclusion that no violation of the D.C. Human Rights Act or federal law occurred.

f. Consistent with norms regarding the privacy of personnel actions, the complaining party shall not be informed of any disciplinary actions against the alleged harasser.

g. Regardless of whether a complaint has been substantiated, relevant staff, including the General Counsel, are authorized to work together to advise the Director or deciding official as to

whether to recommend or implement personnel actions or management procedures to reduce the possibility of reoccurrence of any inappropriate behavior or behavior that poses risks for the District. Any meetings among the General Counsel, human resources staff, and agency management shall endeavor to preserve the confidentiality of the complaint generating the meeting or consultation to the greatest extent possible.

#### **4. Communicating the Order: Orientation, Pledges, Training, and Notifications**

a. The personnel authority shall circulate this Order to all new hires during their orientation, shall give each new hire time to read a summary of the Order during orientation, and shall obtain a signed verification that the new employee has read the summary and pledges not to engage in sexual harassment or any other conduct that violates the rules prohibiting sexually harassing behavior, certain dating, romantic, or sexual relationships, and requiring disclosure of certain relationships. Agencies with supplemental orders relating to sexual harassment shall provide those orders, too, to onboarding employees.

b. When individual contractors are working inside an agency in a manner akin to a District Government employee, the agency or the supervising contractor shall obtain signatures from individuals during onboarding orientations affirming their agreement to abide by this Order.

c. New employees shall take a course on sexual harassment as part of the on-boarding process and in no event more than fourteen (14) days after being on-boarded. Agencies shall by December 11, 2023 circulate this Order to all current employees.

d. Agencies shall follow up to provide delivery to difficult-to-reach employees, including employees on leave and work-related travel. Agencies are responsible for confirming that each employee has received this Order by email, verification through Peoplesoft, or return of a signed copy.



e. By December 11, 2023, each agency shall email the names of the agency's primary and alternate SHOs to all its employees and shall send reminders or updates of who the agency's SHOs are at least annually to agency employees.

f. Each agency shall prominently post notices in conspicuous locations accessible and used by a substantial number of agency employees, identifying the agency SHO and Alternate SHO, how to report sexual harassment, and that sexual harassment investigations are to be kept confidential to the greatest possible extent consistent with their investigation and resolution. Agencies shall post the notices no later than thirty (30) days after receipt of the template notice from the Office of Human Rights required by Section V.K. of this Order.

g. Agencies shall take a digital photograph of each posting and transmit it to the SHO program coordinator at DCHR with a description of the location at the time of each posting.

h. Individuals and entities entering into contract or grant agreements with the District Government must affirm that they will abide by the D.C. Human Rights Act including its prohibitions on sexual harassment, consistent with 4 DCMR § 1100 et seq.

i. District agencies drafting contracts and grants shall require such affirmations as part of the contract or grant agreement.

## **E. Employee Responsibility to Participate in Agency Investigations**

1. District Government employees are required to cooperate fully in a SHO or independent investigation of a workplace sexual harassment complaint.
2. If an employee who alleges sexual harassment or is believed to have been the victim of sexual harassment declines to assist and/or participate in the investigation of the allegation, or requests the agency not conduct an investigation, the agency may on its own initiative investigate or refer the matter for investigation.

3. Employees who were not themselves victimized, who, after a direct request by the SHO or other investigator, decline to participate in a sexual harassment investigation, may be subject to disciplinary action.

4. Any consideration of whether to recommend disciplinary action for failure to cooperate in an investigation on the part of an alleged victim requires heightened sensitivity on the part of the agency and should be conducted in consultation with the agency's General Counsel and MOLC.

## **F. Discipline for Making False Statements or Representations**

1. Making materially false statements, and misrepresentation, falsification or concealment of material facts or records in an investigation of allegations of sexual harassment is conduct warranting disciplinary action, up to and including termination.

2. Consideration of whether to recommend disciplinary action against an employee who is also the alleged victim of sexual harassment requires heightened sensitivity on the part of the agency and should be conducted in consultation with the agency's General Counsel and MOLC.

## **G. Discipline after a Finding of Sexual Misconduct or Harassment**

The agency shall recommend appropriate disciplinary action, such as described in Section 1607.2(k) of the District Personnel Manual, 6B DCMR § 1607.2(k), up to and including termination of any employee found to have engaged in sexual misconduct or sexual harassment as defined in Section III of this Order.

## **H. Rights of the Alleged Harasser**

Persons accused of sexual harassment deserve the full protections afforded to them under the law in administrative matters, including, but not limited to, the right to respond to allegations of sexual harassment; to counsel and representation, including a union representative or other representative of their choosing, and including the presumption of innocence, unless and

until there is a finding of harassment after an investigation by the agency or where appropriate, OHR. The right to counsel does not include the right to have counsel paid for by the government.

## **I. DCHR Responsibilities**

1. DCHR shall quarterly reach out to all designated primary and alternate SHOs to confirm that they continue to serve in those roles. If DCHR is unable to reach a designated SHO or to confirm that the individual still serves as the agency's primary or alternate SHO, DCHR shall work with the agency to identify a new primary or alternate SHO for the agency. DCHR shall post a list of agency SHOs on its website and update it as necessary.
2. DCHR shall develop reporting forms for disclosure of dating, romantic, and sexual relationships and for applications for waivers of the prohibition on relationships in the chain of command.
3. DCHR shall work with agencies to verify that all employees have completed the annual training on sexual harassment required by Section V.A.1.e. of this Order.
4. DCHR, working with the Office of the Chief Technology Officer, shall create a means through Peoplesoft for employees to acknowledge their receipt of the Order and agreement to comply with its provisions.
5. DCHR, in consultation with OHR, shall review, update, and provide training materials for agency SHOs, including training on investigative techniques.
6. DCHR shall establish qualification standards for SHOs and verify each SHO's qualification to serve as a SHO.
7. DCHR, in consultation with OHR and the Sexual Harassment Task Force, shall create and disseminate training and collateral materials on this Order, the sexual harassment provisions of the D.C. Human Rights Act, and other sexual harassment law and policy, to all agencies under the direct authority of the Mayor and to such independent agencies as

may request access to DCHR materials. The training and collateral materials should be tailored to employees in various roles, such as senior officials, managers, attorneys, human resources personnel, and new or existing employees, and should take into account that many District Government employees work primarily in the community and may not have regular access to computer-based training modules.

## **J. Office of Human Rights (OHR)**

1. OHR shall develop training for EEO officers on the standards of the D.C. Human Rights Act, including the changes made by the Human Rights Enhancement Amendment Act of 2022.
2. OHR shall provide consultative services to DCHR and the Sexual Harassment Task Force in creating and disseminating training and collateral materials on this Order, the sexual harassment provisions of the D.C. Human Rights Act, and other sexual harassment law and policy, to all agencies.
3. OHR shall provide a template notice to agencies for agencies to post where the agencies can fill in the name of their SHO and alternate SHO and providing basic information on the prohibition against sexual harassment, how to report, and confidentiality, pursuant to Section V.E.4.d. of this Order.

## **VI. PROHIBITION AGAINST RETALIATION**

### **A. Retaliation Prohibited**

Retaliating against a District Government employee for reporting or filing a claim of sexual harassment, assisting another person in reporting or asserting a claim of sexual harassment, opposing sexual harassment, acting as a witness in a sexual harassment investigation, refusing to follow orders that would result in sexual harassment, intervening to protect others from sexual harassment or advances, or challenging an allegation of sexual harassment, is strictly prohibited. Employees shall not be penalized as a result of their assertion of their rights under the D.C. Human Rights Act or providing truthful information in connection with an investigation (whether

on behalf of a complainant or a respondent). Retaliatory behavior may include, but is not limited to, unwarranted reprimands, unfairly downgrading personnel evaluations, transfers to less desirable positions, verbal, or physical abuse, and altered and more inconvenient work schedules. Employees found to have engaged in retaliatory behavior shall be recommended for appropriate disciplinary action, up to and including termination.

## **B. Process for Alleging Retaliation**

Claims of retaliation are generally beyond the scope of the investigatory authority of agency SHOs because SHOs may not be trained in assessing the legality or validity of managerial decisions such as evaluations and assignments and investigations into retaliation would be difficult to conduct in the rapid timeframe set forth in this Order. Employees who believe they have been retaliated against must file a complaint with an EEO Counselor within one hundred and eighty (180) days of the alleged retaliation and subsequently file a complaint with OHR within fifteen (15) days of receipt of the Exit Letter if the employee is not satisfied with the outcome of EEO counseling.

## **VII. LIMITS**

Lodging a complaint regarding sexual harassment does not shield an employee from all discipline or discharge. Agencies may discipline or separate a complainant if the agency is motivated by non-retaliatory and non-discriminatory reasons that would otherwise result in such discipline or separation.

## **VIII. CONFIDENTIALITY**

A. Protecting confidentiality is critical to encouraging victims of sexual harassment to come forth and share their stories. It encourages witness cooperation and protects the reputations of those involved. For those reasons, SHO investigations should be kept confidential.

B. Confidentiality is not absolute. SHOs must disclose information to the alleged harasser for the alleged harasser to have a full and fair opportunity to respond. SHOs may have to disclose information to witnesses to gather

more information from them. SHOs must keep agency General Counsels updated for reporting purposes and for investigation support purposes. SHOs also may have to disclose criminal conduct or threats to law enforcement. SHOs should not make pledges of total confidentiality.

C. Investigative reports are confidential, highly private, and deliberative and shall not be released without a court order. Neither the complainant nor the alleged harasser shall be provided with a copy of the investigative report.

D. SHOs, the agency, and MOLC shall take all reasonable steps to ensure that no information contained in the complaint file is disseminated except in furtherance of the investigation; for entry into E-risk or another risk management system; to assist in resolution of the allegations; as necessary for execution of any consequences stemming from the investigation; when lawfully released; or when required by court order.

## **IX. TIMELY FILING AND STATUTE OF LIMITATIONS**

Complaints of sexual harassment shall be reported as promptly as possible. Agencies should investigate alleged acts of sexual harassment beyond the legal statute of limitations, or deadlines otherwise provided by regulation or collective bargaining agreement, taking into consideration the sensitive nature of the alleged offense, the pressure the complainant may have felt not to report the conduct, when the victim became aware of behavior that was not immediately apparent, or a pattern of harassing behavior that developed over time. Some remedies or sanctions may be unavailable due to delays in filing, but even delayed investigations may yield information to the agency in its ongoing efforts to prevent and remediate sexual harassment or may add to the credibility of similar, future allegations should a pattern emerge of allegations against a particular person or practice.

## **X. RECORDS**

A. Agencies shall maintain records of complaints and investigations conducted for three (3) years from the date of the complaint.

B. For each fiscal year, each agency shall track how many complaints of sexual harassment were made by the agency's employees; were made about its agency employees by customers/clients of the agency; grantees or

contractors of the agency, and how many complaints were made of sexual harassment of the agency's employees by customers/clients, grantees or contractors, or members of the public during the agency's duties.

C. In addition to the number of complaints, agencies shall track how many matters were investigated; were resolved by mediation; were substantiated; were deemed unsubstantiated; resulted in administrative or disciplinary action against one or more individuals determined to have violated this Order or sexually harassed the complainant; have resulted in legal action; have resulted in a settlement (including the amount of any financial settlement); and how many are pending. Pursuant to the Sexual Harassment Data Collection Act, annual fiscal year data required to be produced under D.C. Official Code § 1-546.02 shall be transmitted to the Office of Human Rights on or before October 15 of each year.

D. Centralized reporting, however, should be ongoing, and agencies are directed to submit such interim, monthly, or quarterly reports as may be requested by DCHR, the MOLC, OHR, or the Sexual Harassment Task Force, and to enter incidents into E-Risk as directed.

E. Any warnings to an employee(s) to halt a particular type of behavior – whether generally or as to a particular employee(s) – shall be recorded and transmitted to the agency's human resource office and to the Mayor's Office of Legal Counsel. In the context of addressing complaints of sexual harassment, any other interventions made for an employee, customer/client, grantee or contractor shall also be recorded, whether or not they arose from an informal counseling session, a complaint of sexual harassment, a complaint regarding behavior in a dating, romantic, or sexual relationship, anonymous report, or any other means.

## **XI. CONCURRENT REMEDIES AND JURISDICTION**

### **A. Non-Exclusivity of Remedies**

This policy is intended to supplement or be an alternative to other processes that allow persons to complain of sexual harassment. The procedures established by this Order are separate and distinct from other options persons with grievances relating to sexual harassment may have,

through the Office of Human Rights, the Equal Employment Opportunity Commission, any grievance procedure available under their collective bargaining agreement, ethics complaint and investigation processes administered by the Board of Ethics and Government Accountability, or any other statutory or regulatory complaint process. Filing a complaint under this Order does not stay or delay any filing deadlines in any other forum.

## **B. Filing a Formal Complaint with the Office of Human Rights**

In addition to pursuing action within the agency, an alleged victim of sexual harassment, or a person acting on the victim's behalf with or without the victim's consent, may report a sexual harassment claim within one year of the alleged harassment or its discovery to OHR using its Intake Questionnaire Form. EEO counseling is not required prior to the filing of a complaint with OHR.

## **C. Filing a Complaint with the Equal Employment Opportunity Commission**

Some complaints may fall within the jurisdiction of the federal Equal Employment Opportunity Commission.

## **D. Relationship and Remedies under Negotiated Grievance Claims**

Filing a report or complaint under this policy does not satisfy the requirements for filing a negotiated grievance and obtaining remedies under a collective bargaining agreement, nor does the complaint under this Order delay the time limits for initiating such a procedure. To pursue a negotiated grievance claim, the employee should file a grievance in accordance with the provisions of the applicable collective bargaining agreement.

## **E. Criminal Remedies and Referrals**

1. Where there is an allegation of criminal misconduct, including for example, sexual assault, kidnapping, stalking, or a threat to do bodily harm, the agency may, after consulting its General Counsel, place the victim and/or the alleged harasser on administrative leave with pay



pending final administrative resolution of the complaint or any criminal proceeding.

2. The complainant at his or her choice may report the alleged criminal violation to a law enforcement agency, including the Metropolitan Police Department ("MPD"). Where a criminal violation occurred, the agency shall recommend discipline of the perpetrator up to, and including, termination.

3. While it is generally the alleged victim's decision to report sexual harassment offenses for possible criminal prosecution, if during an investigation the agency uncovers evidence of ongoing crimes (such as sexual extortion of beneficiaries of government services) or criminal activity collateral to or extending beyond the reported allegations of sexual harassment, such as gun-related offenses, the agency shall notify law enforcement.

## **F. Crime Victim Hotline**

The agency shall also remind complainants of sexual assault or other possible crimes of the existence of the DC Victim Hotline. The hotline, [1-844-443-5732](tel:1-844-443-5732), is available 24/7 by telephone, text, or online chat to seamlessly connect victims of crime to free resources to help them navigate the physical, financial, legal, and emotional repercussions of crime. Through the hotline, victims may be matched with an advocate who can help them decide whether to pursue a matter through the criminal justice process.

## **G. Courts of Law**

This Mayor's Order is directed towards preventing and remedying sexual harassment in District Government operations and it does not preclude complainants from obtaining counsel and pursuing any remedies they may have in courts of law. The options discussed in this Order do not constitute legal advice; deadlines for filing, procedures, and substantive offenses or remedies may change over time.

## **XII. APPLICABILITY OF PERSONNEL RULES**

Any proposed personnel action instituted under this Order is subject to the regulations set forth in the District of Columbia Personnel Manual at Title 6B of the District of Columbia Municipal Regulations.

### **XIII. SEXUAL HARASSMENT TASK FORCE**

A. There is hereby established the Sexual Harassment Task Force as an internal task force comprised of representatives of the Office of Human Rights, the Mayor's Office of General Counsel, the Department of Human Resources, the Assistant City Administrator, and the Mayor's Office of Legal Counsel, as designated by the head of each office, and such other individuals as these members may invite to serve as additional members of the task force. The task force shall meet from time to time to develop and advise on trainings, make recommendations about needed policies, review draft regulations, and otherwise take action or recommend measures to fulfill the intent of this Order: including to reduce the incidence of sexual harassment, train employees on what to do when faced with inappropriate workplace conduct, including harassment, and provide additional, effective procedures for addressing inappropriate conduct of a sexual nature. The task force may invite experts and other individuals to participate in the meetings and deliberations of the task force.

B. The Sexual Harassment Task Force shall, no later than May 1, 2024, make recommendations in the following areas and shall provide such recommendations to the appropriate agencies with authority to carry out the recommendations or make final decisions regarding them. The recommendations need not be in the form of a report and may remain deliberative discussion items until finalized and accepted:

1. Communications to District Government employees about the District's sexual harassment policies;
2. Updates to required trainings for SHOs and agency General Counsels;
3. Recommendations for building a workplace free from sexual harassment;

4. Any recommended adjustments to prohibitions and disclosures regarding dating, romantic, and sexual relationships; and

5. The performance and progress by the agencies named in this Order in completing the responsibilities assigned to them.

**XIV. SUPERSESSION**

This Order supersedes Mayor's Order 2017-313 and any other provision of a previous Mayor's Order or practice pursuant to that Mayor's Order, to the extent of any inconsistency.

**XV. EFFECTIVE DATE:** This Order shall become effective November 10, 2023.


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**MURIEL BOWSER  
MAYOR**

ATTEST: \_\_\_\_\_

**KIMBERLY A. BASSETT  
SECRETARY OF STATE OF THE DISTRICT OF COLUMBIA**

**Attachment(s):**

 [2023-131 Updated District Government Sexual Harassment Policy Guidance and Procedures.pdf](#)

 [Mayor's Order 2017-313](#)

 [2023 Sexual Harassment Officers List](#)

# MAYOR’S OFFICE OF RACIAL EQUITY

John A. Wilson Building | 1350 Pennsylvania Ave, NW, Suite 513 | Washington, DC 20004



## Mayor’s Office of Racial Equity Fiscal Year 2024 Budget Summary

### *Budgeting for Racial Equity*

For the second year since it was established in April 2021, the Mayor’s Office of Racial Equity (ORE) collaborated with the Office of Budget and Performance Management to advise on the Fiscal Year 2024 budget formulation. Within the context of the budget process, ORE’s goals are to help standardize the use of a racial equity lens<sup>1</sup> across the District Government’s budget discussions and to promote and track investments with the greatest potential to advance racial equity. Please see the [ORE Budget Process Methodology](#) one-pager for more information on the ORE budget review process.

### *A New Fiscal Climate*

The FY 2024 budget was formulated in one of the most challenging financial climates since the Great Recession. Washington DC, like most cities and states nationwide, is facing the triple challenges of high inflation, the long-term impacts of telework, and the end of federal pandemic relief funds. High inflation makes the cost of doing business increasingly expensive. For example, consumer energy services – literally the cost of “keeping the lights on” – is 13 percent more expensive in 2023 than in 2022, on average.<sup>2</sup> As a result, in FY 2024, a larger proportion of the District’s budget is dedicated to basic operations.

### *Prioritizing Equity*

In the face of a challenging financial forecast, Mayor Muriel Bowser’s FY 2024 budget continued to prioritize racial equity. District agencies widely adopted a racial equity lens in their FY 2024 budget proposals, with more than half of agency enhancements designed to address a known racial inequity. Agencies also prioritized proposal quality through deeper racial equity analyses and rationales; 54 percent of agencies’ proposed enhancements focusing on a racial inequity were recommended by ORE as having a moderate to strong justification for advancing racial equity.

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<sup>1</sup> In its simplest form, a racial equity lens is a set of questions we ask in decision-making processes to bring the lived experiences of people who have been impacted by racism and those who will be most affected by the decision into the conversation.

<sup>2</sup> Unadjusted 12-month US average, ending Feb 2023. “Table A. Percent change in Consumer Price Index (CPI) for all Urban Consumers (CPI-U): U.S. City Average,” US Bureau of Labor Statistics, March 14, 2023, <https://www.bls.gov/news.release/cpi.nr0.htm>.



### **Highlights of Mayor Bowser’s FY 2024 Budget Investments in Advancing Racial Equity**

Among the deputy mayoral agencies that submitted budget enhancements for FY 2024, 61 percent submitted at least one enhancement with a racial equity focus. Please see the table below for an overview of agencies’ FY 2024 racial equity enhancements by deputy mayoral cluster.

In their budget proposals, District agencies had the opportunity to request enhancements for the following: to restore a previous budget reduction; to maintain an existing program which has increased costs; to improve operations; to expanded high-performing existing programs; or to launch a completely new program or activity. Within these five categories, agencies are required to indicate how the proposed enhancement will impact racial equity in the District. ORE reviews agency enhancement requests to identify proposals with the strongest potential to address known equity gaps. Not all enhancements relate directly to racial equity; for example, given the effects of inflation nationwide, ORE reviewed but did not typically weigh in on FY 2024 enhancements which requested funds to keep up with rising costs, *e.g.*, more expensive postage stamps or electricity costs. The table below shows the percentage of agencies by deputy mayoral cluster which proposed at least one budget enhancement in FY 2024 that addressed a known racial equity gap.

<b>Percent of Agencies with at Least One FY 2024 Racial Equity Enhancement, by Deputy Mayoral Cluster</b>	
Deputy Mayor for Operations and Infrastructure	83%
Deputy Mayor for Education	69%
Deputy Mayor for Health and Human Services	60%
Deputy Mayor for Public Safety and Justice	60%
Deputy Mayor for Planning and Economic Development	73%
Internal Services and Government Operations	38%
<b>All Mayoral Agencies, on average</b>	<b>61%</b>

The chart above is helpful for understanding that nearly two-thirds of all mayoral agencies proposed a budget enhancement in FY 2024 that addresses a known racial equity gap. However, the strength of the individual proposals is better captured by the chart below. When ORE reviews budget enhancements, it highlights submissions with the greatest potential to address racial equity gaps (*e.g.*, a rating of 3 or 4; please see the [ORE Budget Process Methodology](#) one-pager for more information on the ORE budget review process). ORE identified roughly half of all FY 2024 racial equity enhancements as promising investments. ORE advises District leaders who then use ORE input to inform the final budget formulation.



<b>Percent of FY 2024 Budget Enhancements with a Racial Equity Flag and an ORE Rating of 3 or 4 out of 4</b>	
<b>Deputy Mayor for Operations and Infrastructure</b>	48.8%
<b>Deputy Mayor for Education</b>	53.6%
<b>Deputy Mayor for Health and Human Services</b>	58.5%
<b>Deputy Mayor for Public Safety and Justice</b>	48.6%
<b>Deputy Mayor for Planning and Economic Development</b>	63.6%
<b>Internal Services and Government Operations</b>	41.2%
<b>All FY 2024 Racial Equity Enhancements with ORE Rating of 3+, on average</b>	53.6%

**FY 2024 Budget Investments in Advancing Racial Equity**

Below is a selection of FY 2024 investments that ORE considers among the most promising for advancing racial equity in DC. It is important to note this is not an exhaustive list. Investments include enhancements, continuations, and capital investments.<sup>3</sup> Enhancements highlighted below were rated by ORE as having a moderate to strong justification for advancing racial equity (please see ORE’s Budget Process Methodology one-pager for more information).

- **Deputy Mayor for Planning and Economic Development**
  - \$31 million to fund the Housing Production Trust Fund at \$100 million.
  - \$8 million to grow the Home Purchase Assistance Program (HPAP) and help close the racial homeownership gap for longtime residents.
  - \$1.5 million to expand the reach of resources to support intergenerational wealth building by helping families keep a property in the family after the death of the original homeowner.
  - \$1 million to expand the Strong Families, Strong Futures pilot which invests in children in families on low incomes in Wards 5, 7, and 8 in their first year of life for healthy child development and lasting family success.
  
- **Deputy Mayor for Education**
  - \$53.3 million to expand eligibility to help even more DC families access quality, affordable childcare that enables parents to work or study.

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<sup>3</sup> Agencies request enhancements to fund initiatives which are not included in their baseline budget (or “MARC”). Budget continuations invest in sustaining and growing programs which demonstrate successful outcomes. Capital investments fund durable assets like buildings or roads.



- \$6.4 million to ensure residents who are actively working to overcome barriers to employment earn a living wage as they gain necessary skills and experience through job readiness programs.
  - \$5 million as a downpayment toward accessible, quality afterschool programming in elementary schools across the District through “My Afterschool DC.”
  - \$1.6 million to train future teachers and strengthen the educator workforce pipeline with homegrown talent through the Teacher Apprenticeship Program.
  - \$835,000 to staff new community assets at McMillan Community Center, the Joy Evans Therapeutic Recreation Community Center, and Anacostia Recreation Center.
- **Deputy Mayor for Operations and Infrastructure**
    - \$5 million to update DC’s Traffic Safety Input (TSI) system to center resident concerns and prioritize equity when responding to requests for road repairs and traffic safety interventions.
    - \$900,000 to help restore blighted residential and vacant properties to health and safety standards through proactive inspection and nuisance abatement when owners do not have the resources to do so.
    - \$150,000 to three community-based organizations to continue and expand their clean up and preservation work in parks in Wards 7 and 8.
    - \$2 million to begin piloting strategies and ideas from the Mayor’s Task Force on Automated Traffic Enforcement Equity and Safety, which is chaired by the Chief Equity Officer and Deputy Mayor for Operations and Infrastructure. The task force began meeting in April 2023 to study and make recommendations to:
      - Maximize the efficacy of the ATE program;
      - Mitigate against the potentially inequitable effects of flat fines on individuals of varying household incomes; and
      - Clarify, simplify, and streamline the payment processes associated with traffic ticket fines and penalties, including delinquent debt, to lessen administrative burdens to the public.
- **Deputy Mayor for Public Safety and Justice**
    - \$1.4 million to hire 6 staff in the Office of the Chief of Police to lead Diversity, Equity, and Inclusion and employee wellness initiatives to promote cultural change and help retain officers.
    - \$6.8 million across multiple programs for victims/survivors of sexual assault and other victim services, including crisis intervention, advocacy, case management, trauma-informed mental health services, shelter, and other services to promote healing.



- \$3.8 million to expand the Safe Passage Safe Blocks program so more students and their families can travel safely to and from school.
- **Deputy Mayor for Health and Human Services**
  - \$237,000 for the Close Relative Caregivers Program which enables children who might otherwise enter the foster care system to stay in permanent homes with family members.
  - \$13.5 million to help 600 families thrive long-term by obtaining skills and support to overcome barriers to higher paying jobs via the Career MAP program.
  - \$324,000 to continue popup Joyful Food Markets in 53 elementary schools which bring no-cost access to fresh fruits and vegetables to families at risk of hunger while teaching children simple recipes and fun nutritional lessons.
  - \$900,000 to buy down \$90 million of medical debt for approximately 90,000 District residents who live on low incomes or hold very high levels of medical debt.
  - \$1 million to fund modifications in and around the homes of eligible seniors and residents with disabilities to prevent falls and improve wellbeing through the Safe at Home Program.
  - \$1.7 million to support housing case management services for behavioral health service clients.
  - \$42 million to support families who are experiencing homelessness or at immediate risk of homelessness with rental assistance through the Family Re-Housing Stabilization Program.
- **Government Operations and Internal Services**
  - \$4.5 million to expand the HVAC preventive maintenance program beyond public schools to regularly monitor systems and identify issues before they require larger, more expensive repairs.
  - \$306,000 to support the Mayor's Office of Deaf, Deaf Blind and Hard of Hearing (MODDHH) with full-time interpreters to facilitate MODDHH staff communications with hearing counterparts within District Government and the wider metropolitan region community.

### **Conclusion**

Continued progress towards a racially equitable Washington, DC requires a whole-of-government approach, which is why the District's commitment to advancing racial equity in DC is not limited to the budget process. In November 2022, ORE introduced a draft of the District's first Racial Equity Action Plan which charts a path for the District Government in three-year increments to address racial equity gaps, meaningfully strengthen community partnerships, and





measure progress toward a more equitable DC. A final version of the plan which will incorporate community feedback will be released later this year.





# **OFFICE OF THE CITY ADMINISTRATOR**

## **FY 2023 PERFORMANCE ACCOUNTABILITY REPORT**

**JANUARY 26, 2024**

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# 1 OFFICE OF THE CITY ADMINISTRATOR

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*Mission:* The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor's policies by providing leadership, support, and oversight of District government agencies.

*Services:* The Office of the City Administrator (OCA) provides oversight and support to the Deputy Mayors and District agencies by increasing government effectiveness through cross-agency and targeted improvement initiatives, including the integration of strategic policy priorities, budgetary planning, and operational directives. The City Administrator manages the District's performance management activity and organizes multi-agency accountability sessions with the Mayor. OCA includes the Office of Budget and Performance Management (OBPM); Internal Services (IS); Office of Racial Equity (ORE); Communications; and The Lab @ DC.

## 2 2023 ACCOMPLISHMENTS

Accomplishment	Impact on Agency	Impact on Residents
<p>In FY23 the Office of Gun Violence Prevention, through the Building Blocks DC (BBDC) mini-grants program, awarded 117 grants worth \$750,000. In FY23 a new category of grants called mini-plus grants was created, which awards past grantees who have proven excellent stewards of BBDC dollars to apply for \$15,000 grants as opposed to \$5,000. The total of 117 grants includes 18 mini-plus grants.</p>	<p>The mini-grants enables the agency to fund more grantees, reaching a larger audience than before.</p>	<p>The grants are helping create safer communities in the District. The creation of the mini-grants allows for a larger diversity of innovative programming, activities, resources, and/or services to reduce gun violence in DC neighborhoods.</p>
<p>The innovation team (i-team) assessed the District Government recruitment and hiring process for areas of improvement. The i-team partnered with DOES and DCHR to launch the HBCU Public Service Program. In collaboration with Howard University and UDC, the program is set to start next year, targeting graduating seniors pursuing bachelor's degrees. In addition, the i-team worked with OCTO to redesign the homepage of careers.dc.gov. The website homepage will be more accessible for those who are looking for specific jobs based on their specialized training and experience. There will be new tools and features for job seekers on careers.dc.gov to make the site more user-friendly. Prior to the website redesign, the i-team gathered community input from 175 job seekers and other stakeholders to inform the strategies for innovating the District Government's hiring processes. The team also hosted listening sessions with a diverse panel of participants throughout July and August.</p>	<p>Creating a better recruitment and hiring process for District government enables a stronger pipeline of qualified District employees, helping to ensure a robust District government that works for its residents.</p>	<p>25 full-time positions, both existing and those due for hiring, will be transformed into apprenticeship roles for the HBCU Public Service Program. By June 2024, selected candidates will begin their year-long apprenticeships, concurrently undertaking a professional development course overseen by DOES. The redesign of the careers website makes it easier for residents to find and apply to District Government jobs.</p>

*(continued)*

Accomplishment	Impact on Agency	Impact on Residents
In FY23, the Office of Budget and Performance Management facilitated 27 CapStat style meetings. CapStats provide the City Administrator with the opportunity to hear directly from District leaders about issues impacting District residents and share data about programs showing promise or progress.	The CapStats allow for the City Administrator to be more responsive to emergent issues, and helps create data-driven policy and decision-making.	Residents continue to receive high quality District services informed from data-driven decisions.

### 3 2023 OBJECTIVES

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#### Strategic Objective

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Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities.

Advance efficient and effective government by promoting innovation and continuous improvements to programs and services through: using data to target the District's resources; involving users in the design process; embedding rigorous evaluation; and implementing accountability through performance management practices.

Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices.

Create and maintain a highly efficient, transparent, and responsive District government.

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## 4 2023 OPERATIONS

Operation Title	Operation Description
<b>Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities.</b>	
Internal Services: Daily Service	Empowers Internal Services Cluster agencies with the tools, technology, facilities, talent, and confidence to focus on the efficient delivery of programs and services.
Grants Management: Daily Service	Provides guidance on grants management and is tasked with fostering collaboration among agencies who receive federal grant funds. The team develops and maintains grants management policies and procedures and provides training opportunities for D.C. Government grants managers.
Agency Operations: Daily Service	Provides support to the City Administrator and District agencies in management and policy.
<b>Advance efficient and effective government by promoting innovation and continuous improvements to programs and services through: using data to target the District's resources; involving users in the design process; embedding rigorous evaluation; and implementing accountability through performance management practices.</b>	
The Lab@DC: Daily Service	The Lab uses scientific insights and methods to test and improve policies and provide timely, relevant, and high-quality analysis to inform the District's most important decisions. Research teams provide additional capacity to agencies to run Randomized Control Trials, rapid Randomized Control Trials, and applied analytics projects.
Performance Management and Strategic Planning: Daily Service	The Office of Performance Management works with agencies and Deputy Mayors to develop specific initiatives that achieve progress towards meeting the Mayor's goals and agency objectives. OBPM also produces a bi-weekly dashboard of key data trends for the Mayor to inform policy decisions and gauge progress on meeting these goals and initiatives.
CapSTAT: Daily Service	CapSTAT projects take a data driven, collaborative approach to address important issues facing the District, by developing recommendations to improve programs and services in an effort to increase government efficiency.
Office of Racial Equity: Key Project	Coordinates the District's effort towards achieving racial equity and intentionally seek new ways to address the persistent racial inequities that impact the lives of District residents. The Office's responsibilities include: establishing a structure to provide oversight of, and advance the District's goals towards achieving racial equity; creating a Racial Equity Action Plan and appropriate metrics; developing training materials and opportunities in collaboration with the Office of Human Rights; creating effective systems to capture, coordinate, and racial equity data across agencies; and coordinating with the Racial Equity Advisory Board.
<b>Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices.</b>	
Budget Formulation and Execution: Daily Service	The Budget Office is charged with designing an operating budget and capital budget for future fiscal years by allocating scarce resources in an efficient manner aligned with the Mayor's priorities.



## 5 2023 STRATEGIC INITIATIVES

In FY 2023, Office of the City Administrator had 6 Strategic Initiatives and completed 66.67%.

Title	Description	Update
Bipartisan Infrastructure Law (BIL) Projects	To maximize infrastructure funding for BIL projects, we are collaborating with District agencies and engaging regional and federal partners. We will efficiently implement funded projects and track their success in order to demonstrate their positive impact. Our efforts include grant management, procurement support, and strategic coordination with District agencies.	<p>Completed to date: Complete</p> <p>We maintain ongoing meetings with agencies that receive substantial funding from BIL, assisting them in preparing their applications to align with the District's overarching infrastructure objectives. The BIL Central Team conducts weekly meetings with agencies and monthly meetings with the Mayor's leadership team. Furthermore, we internally track all successful discretionary funding from BIL to ensure seamless alignment and successful project implementations.</p> <p>An example of cross-agency collaboration is the work OSSE and DFHV did to submit a joint application for the Clean School Bus Grant program. While not ultimately successful, this application would have enabled them to acquire environmentally-friendly buses for District schools, as well as EV chargers that would have been utilized by both the DHFV School Connect program and OSSE.</p> <p>Competitive Grants Update: - Number of grants applied for: 51 - Number of grants secured: 12 - Total competitive grant funding from BIL secure so far: \$138M - Total applications in development: 5</p>
Racial Equity Dashboard	ORE will continue work to procure a racial equity dashboard which will be used to track and monitor agencies' progress on achieving racial equity initiatives. ORE will coordinate with the Office of the Chief Technology Officer and the Office of Contracting and Procurement to review proposals from technology firms to develop the dashboard. Once a firm is identified, work will begin.	<p>Completed to date: 25-49%</p> <p>ORE made substantial measurable progress in the development of the racial equity dashboard. This included researching and finalizing a list of 36 indicators to be included in the dashboard following review and analysis of public comments. ORE began working with OCTO on the back-end development of the dashboard.</p> <p>The additional time was not only necessary but utilized to further seek resident, stakeholder and district government agency input.</p>
Future of Government	In FY23, Internal Services will work to develop a Future of Work/Government Playbook utilizing local, national, and international models as resources. This playbook will serve as a tool for District leadership, with proposed short- and long-term projects and deliverables to assist with garnering the continued success and engagement of DC's stakeholders- the workforce and residents.	<p>Completed to date: Complete</p> <p>The IS team began this work during FY23 but due to shifting priorities, the IS team's capacity was reduced during the FY. Certain IS cluster agencies continue to produce deliverables associated with the Future of Work, such as recommendations on space usage, telework policies, and hiring, to name a few. This work continues in a new form and now lies with the IS cluster agencies whose missions are relevant to this work.</p>

Intranet Site	<p>In FY23, Internal Services will build out an intranet site as a resource for DC government agencies. The purpose of the site will allow agencies to connect with Internal Services' most utilized resources, processes, and services. Internal Services will coordinate with DCHR and OCTO on this work as the two agencies build out the new front end of DC Government's internal HR system.</p>	<p>Completed to date: Complete The intranet site run by Internal Services has been re-engineered to be more user-friendly and facilitate faster and improved communication on relevant topics.</p>
Dashboards and Reports	<p>In FY23, Internal Services will formalize internal metrics to assess outcomes of Internal Services agencies, identifying priorities and associated key metrics around agency performance. Internal Services will work with each agency to identify appropriate and meaningful data. This data can then be used to streamline process and procedure, prioritize funding and staffing. The product will be a weekly report which is shared with internal leadership.</p>	<p>Completed to date: 50-74% IS has collaborated with a subset of IS cluster agencies to identify appropriate data for a weekly report for internal leadership. These data reflect agency priorities and outcomes and help leadership in decision-making. IS plans to continue this work in the new FY and expand to include all Mayoral IS agencies. The IS team began this work during FY23 but due to various factors, such as shifting priorities, team capacity, and data availability, the project was not completed within the fiscal year.</p>
Launch, Evaluation and Monitoring Hub	<p>The LEM is a project within the Office of Budget and Performance Management to track the usage of ARPA investments. This project ensures that our most innovative programs are designed and implemented with residents at the center, that decision makers continuously understand how the program is performing, and ultimately, that the public understands the program's impact when we will need to decide whether to continue funding for the program in FY25.</p>	<p>Completed to date: Complete In FY23, we supported a second round of ARPA check ins and Recovery Deep Dives on new initiatives, as well as projects that required additional followup based on prior performance or check in meetings. By focusing on progress towards recovery goals and compliance with grant terms and conditions, these 7 meetings helped agencies and leadership track, and make adjustments to, the performance on the initiatives. For Tier I projects, we used data science to target program outreach to residents, civic design to create the most engaging resident experience, and social science to ensure programs and outreach strategies reflect the best existing evidence. Most of the prioritized projects continue to move forward building strong and moderate evidence. Others have been re-scoped or completed, allowing us to move forward with additional projects aligned with the District's recovery. Finally, we created a Recovery Learning Agenda, a strategic plan for gathering information about the implementation and achievements of the District's recovery investments. This learning agenda will focus our reporting on the ARPA investments, including the Tier I evaluations, and help inform decision-making about which initiatives to continue once the ARPA funds sunset.</p>

## 6 2023 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

### Key Performance Indicators

Measure	Directionality	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023	FY 2023 Target	Was 2023 KPI Met?	Explanation of Unmet KPI
<b>Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities.</b>											
Percent of fiscal year agency initiatives (for all mayoral agencies) either fully or partially achieved	Up is Better	82%	80.7%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.9%	90%	Met	
Percent of fiscal year key performance indicators (for all mayoral agencies) either fully or partially achieved	Up is Better	78%	66.7%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	77.7%	80%	Nearly Met	The OCA supports agencies, but agencies are responsible for setting and meeting targets for their measures.
Percent of Resilient DC strategic initiatives either fully or partially achieved	Neutral	23.5%	48.8%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	71.7%	-	Neutral Measure	No longer in OCA.
<b>Advance efficient and effective government by promoting innovation and continuous improvements to programs and services through: using data to target the District's resources; involving users in the design process; embedding rigorous evaluation; and implementing accountability through performance management practices.</b>											
Number of pilot cohort agencies who have developed a final draft of a racial equity action plan	Up is Better	New in 2022	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2	10	Unmet	Most of the agencies that did not meet the targeted deadline conducted additional stakeholder engagement with their internal staff and external stakeholders to ensure their voices and concerns were centered in the plan. Also of note, staff attrition including staff that were appointed to agency racial equity action teams also impacted agencies ability to meet the FY23 deadline.
Percent of mayoral agencies completing a fiscal year performance plan	Up is Better	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	100%	Met	
Percent of mayoral agencies participating in the annual performance training	Up is Better	62.5%	84.6%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	86%	95%	Nearly Met	Due to scheduling conflicts and agency turnover, some agencies were unable to send a representative to the meeting.

Key Performance Indicators (continued)

Measure	Directionality	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023	FY 2023 Target	Was 2023 KPI Met?	Explanation of Unmet KPI
Percent of projects that lead to an active policy or program decision, as outlined in the "What's Next Section" of the Lab's online project descriptions	Up is Better	59.1%	59.9%	63.2%	61%	63.4%	63.4%	63.4%	50%	Met	
Percent of projects that result in a follow-up project serving a similar policy area or population	Up is Better	14%	14.3%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	14.6%	10%	Met	
Percent of projects that are publicly committed and initiated that serve low-income communities or populations	Up is Better	76.6%	78.4%	78.9%	78%	78%	78%	78%	75%	Met	
Percent of the 25 largest (based on budget size) DC agencies and Deputy Mayors offices that have one or more Lab agency fellows	Up is Better	5.6%	8.9%	9.7%	9.7%	9.7%	9.7%	9.7%	10%	Nearly Met	
Percent of projects that include at least 2 community engagement events prior to finalizing technical work	Up is Better	32.8%	51.4%	55.3%	53.7%	58.5%	61%	61%	45%	Met	
Percent of all current core business measures (for all mayoral agencies) with data reported	Up is Better	80%	No Applicable Incidents	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No applicable incidents	80%		
<b>Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices.</b>											
Percent of eligible projects in the Mayor's proposed Capital Improvement Plan that were scored by the Investment Review Board for review	Up is Better	88.9%	92.4%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	97.1%	-	-	

Workload Measures

Measure	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023
<b>Grants Management</b>							
Number of Single Audit Findings	19	25	Annual Measure	Annual Measure	Annual Measure	Annual Measure	24
Number of repeat Single Audit Findings	11	13	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15
Number of adverse findings in annual Single Audit	1	5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3
Number of repeat adverse findings in annual Single Audit	1	4	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3
Total Amount of Federal Grant Dollars Allocated/Budgeted (reporting is on a year lag)	79,742,448	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data
<b>CapSTAT</b>							
Number of CapSTAT meetings held	Not Available	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	27
Number of recommendations made within the fiscal year	11	No Applicable Incidents	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
<b>Performance Management and Strategic Planning</b>							
Number of agencies that send a representative to the annual OBPM training on performance management	44	44	Annual Measure	Annual Measure	Annual Measure	Annual Measure	63
Number of mayoral agencies or offices participating in performance plans	52	52	Annual Measure	Annual Measure	Annual Measure	Annual Measure	70
Number of independent (non-mayoral) agencies or offices participating in performance plans	26	25	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11
Number of cluster meetings held to review progress on FY annual performance plans	6	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
<b>The Lab@DC</b>							
Number of New Randomized Evaluations Posted on the Lab's website in this fiscal year	2	0	1	1	0	0	2
Number of New User-Centered Design Projects Posted on the Lab's website in this fiscal year	2	2	1	2	0	0	3
Number of new projects posted on the Lab's website that serve low-income communities or populations	1	2	1	2	0	0	3

Workload Measures (continued)

Measure	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023
Number of new data science projects posted on the Lab's website in this fiscal year.	4	0	0	0	0	0	0
<b>Budget Formulation and Execution</b>							
Number of highly rated projects (investments with a composite score of 10 or greater)	249	256	Annual Measure	Annual Measure	Annual Measure	Annual Measure	314
Number of eligible projects in the Mayor's proposed Capital Improvement Plan that did not get scored by the Investment Review Board	32	50	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4
Number of budget engagement forums hosted	3	2	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3
Number of Investment Review Board meetings hours	42	33	Annual Measure	Annual Measure	Annual Measure	Annual Measure	36
Number of investments scored by the Investment Review Boards	256	265	Annual Measure	Annual Measure	Annual Measure	Annual Measure	343

Office of the City Administrator FY2024

Agency Office of the City Administrator Agency Acronym OCA Agency Code AEO Agency Glossary

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Jennifer (EOM) Reed Agency Budget POCs Chris (EOM) Murray Fiscal Year 2024 Add Current Quarter Data

2024 Objectives

Add Strategic Objective

Objective Number	Strategic Objective	# of Measures	# of Operations	Add Key Performance Indicator
1	Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities.	3	4	Add Key Performance Indicator
2	Advance efficient and effective government by promoting innovation and continuous improvements to programs and services through: using data to target the District's resources; involving users in the design process; embedding rigorous evaluation; and implementing accountability through performance management practices.	9	4	Add Key Performance Indicator
3	Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices.	1	1	Add Key Performance Indicator
4	Create and maintain a highly efficient, transparent, and responsive District government.	5	0	Add Key Performance Indicator
<b>TOT</b>		<b>18</b>	<b>9</b>	

2024 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	Frequency of Reporting	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target	FY2022 Actual Report	FY 2023 Target	FY2023 Actual Report	FY 2024 Target	FY 2024 Quarter 1
<b>1 - Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities. (3 Measure records)</b>													
Percent of fiscal year key performance indicators (for all mayoral agencies) either fully or partially achieved	<input type="checkbox"/>	Up is Better	Annually	80%	75%	80%	78%	80%	Not Available	80%	Not Available	80%	Annual Measure
Percent of Resilient DC strategic initiatives either fully or partially achieved	<input type="checkbox"/>	Neutral	Quarterly	New in 2020	21.4%	No Target Set	23.5%	No Target Set	Not Available	No Target Set	Not Available	No Target Set	Needs Update
Percent of fiscal year agency initiatives (for all mayoral agencies) either fully or partially achieved	<input type="checkbox"/>	Up is Better	Annually	90%	100%	90%	82%	90%	Not Available	90%	Not Available	90%	Annual Measure
<b>2 - Advance efficient and effective government by promoting innovation and continuous improvements to programs and services through: using data to target the District's resources; involving users in the design process; embedding rigorous evaluation; and implementing accountability through performance management practices. (9 Measure records)</b>													
Percent of mayoral agencies completing a fiscal year performance plan	<input type="checkbox"/>	Up is Better	Annually	100%	100%	100%	100%	100%	100%	100%	Not Available	100%	Annual Measure
Percent of mayoral agencies participating in the annual performance training	<input type="checkbox"/>	Up is Better	Annually	95%	81.8%	95%	62.5%	95%	84.6%	95%	Not Available	95%	Annual Measure
Percent of projects that result in a a follow-up project serving a similar policy area or population	<input type="checkbox"/>	Up is Better	Annually	New in 2020	18.2%	10%	14%	10%	14.3%	10%	Not Available	10%	Annual Measure
Percent of new projects posted on the Lab's website that serve low-income communities or populations	<input type="checkbox"/>	Up is Better	Quarterly	New in 2020	100%	75%	76.6%	75%	78.4%	75%	Not Available	75%	Needs Update
Percent of the 25 largest (based on budget size) DC agencies and	<input type="checkbox"/>	Up is Better	Quarterly	New in 2020	9%	10%	5.6%	10%	8.9%	10%	Not Available	10%	Needs Update

Measure	New Measure/ Benchmark Year	Directionality	Frequency of Reporting	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target	FY2022 Actual Report	FY 2023 Target	FY2023 Actual Report	FY 2024 Target	FY 2024 Quarter 1	
Deputy Mayors offices that have one or more Lab agency fellows														
Percent of projects that include at least 2 community engagement events prior to finalizing technical work	<input type="checkbox"/>	Up is Better	Quarterly	New in 2020	29.1%	25%	32.8%	25%	51.4%	45%	Not Available	45%	Needs Update	
Percent of all current core business measures (for all mayoral agencies) with data reported	<input type="checkbox"/>	Up is Better	Annually	60%	80%	60%	80%	60%	No Applicable Incidents	80%	Not Available	80%	Annual Measure	
Number of pilot cohort agencies who have developed a final draft of a racial equity action plan	<input type="checkbox"/>	Up is Better	Annually	New in 2022	New in 2022	New in 2022	New in 2022	New in 2022	0	10	Not Available	10	Annual Measure	
Percent of projects that lead to an active policy or program decision, as outlined in the "What's Next Section" of the Lab's online project descriptions	<input type="checkbox"/>	Up is Better	Quarterly	New in 2020	54.3%	50%	59.1%	50%	59.9%	50%	Not Available	50%	Needs Update	
<b>3 - Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices. (1 Measure)</b>														
Percent of eligible projects in the Mayor's proposed Capital Improvement Plan that were scored by the Investment Review Board for review	<input type="checkbox"/>	Up is Better	Annually	New in 2022	New in 2022	New in 2022	88.9%	90%	Not Available	No Target Set	Not Available	No Target Set	Annual Measure	
<b>4 - Create and maintain a highly efficient, transparent, and responsive District government. (5 Measure records)</b>														
Percent of new hires that are District residents	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	71.4%	No Target Set	Annual Measure
Percent of new hires that are District resident graduates	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	0%	No Target Set	Annual Measure
Percent of employees that are District residents	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	85%	No Target Set	Annual Measure
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time.	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	66.7%	No Target Set	Annual Measure
Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years.	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	Not Available	No Target Set	Annual Measure



## 2024 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	Add Workload Measure	Add Strategic Initiative
<b>1 - Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities. (4 Activity records)</b>					
INTERNAL SERVICES	Grants Management	Provides guidance on grants management in the District of Columbia and is tasked with fostering collaboration among agencies who receive federal grant funds. The team develops and maintains grants management policies and procedures and provides training opportunities for D.C. Government grants managers.	Daily Service	Add Workload Measure	Add Strategic Initiative
INTERNAL SERVICES	Internal Services	Empowers Internal Services Cluster agencies with the tools, technology, facilities, talent, and confidence to focus on the efficient delivery of programs and services.	Daily Service	Add Workload Measure	Add Strategic Initiative
OFFICE OF AGENCY OPERATIONS	Agency Operations	Provides support to the City Administrator and District agencies in the areas of management and policy.	Daily Service	Add Workload Measure	Add Strategic Initiative
Office of Gun Violence Prevention	Office of Gun Violence Prevention	Coordinates the Building Blocks DC (BBDC) District-wide public health strategy for gun violence prevention. OGVF ensures that coordination and collaboration are taking place across DC Government and holds agencies and offices accountable for their gun violence prevention work.	Daily Service	Add Workload Measure	Add Strategic Initiative
<b>2 - Advance efficient and effective government by promoting innovation and continuous improvements to programs and services through: using data to target the District's resources; involving users in the design process; embedding rigorous evaluation; and implementing accountability through performance management practices. (4 Activity records)</b>					
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	The Lab@DC	The Lab uses scientific insights and methods to test and improve policies and provide timely, relevant, and high-quality analysis to inform the District's most important decisions. Research teams provide additional capacity to agencies to run Randomized Control Trials, rapid Randomized Control Trials, and applied analytics projects.	Daily Service	Add Workload Measure	Add Strategic Initiative
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	Performance Management and Strategic Planning	The Office of Performance Management works with agencies and Deputy Mayors to develop specific initiatives that achieve progress towards meeting the Mayor's goals and agency objectives. OBPM also leads meetings to address important issues facing the District, including CapSTATs, by using a data driven, collaborative approach and developing recommendations to improve programs and services in an effort to increase government efficiency.	Daily Service	Add Workload Measure	Add Strategic Initiative
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	CapSTAT	CapSTAT projects take a data driven, collaborative approach to address important issues facing the District, by developing recommendations to improve programs and services in an effort to increase government efficiency.	Daily Service	Add Workload Measure	Add Strategic Initiative
OFFICE OF RACIAL EQUITY	Office of Racial Equity	Coordinates the District's effort towards achieving racial equity and intentionally seek new ways to address the persistent racial inequities that impact the lives of District residents. The Office's responsibilities include but are not limited to: establishing a structure to provide oversight of, and advance the District's goals towards achieving racial equity; creation of a Racial Equity Action Plan and appropriate metrics; developing training materials and opportunities in collaboration with the Office of Human Rights; creating effective systems to capture, coordinate, and share racial equity data across agencies; and coordinating with the Racial Equity Advisory Board.	Key Project	Add Workload Measure	Add Strategic Initiative
<b>3 - Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices. (1 Activity)</b>					
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	Budget Formulation and Execution	The Budget Office is charged with designing an operating budget and capital budget for future fiscal years by allocating scarce resources in an efficient manner aligned with the Mayor's priorities.	Daily Service	Add Workload Measure	Add Strategic Initiative

## 2024 Workload Measures

Measure	New Measure/Benchmark Year	Frequency of Reporting	FY2021 Actual Report_PAR	FY2022 Actual Report	FY2023 Actual Report	FY 2024 Quarter 1
<b>1 - Grants Management (5 Measure records)</b>						
Number of Single Audit Findings	<input type="checkbox"/>	Annually	19	25	24	Annual Measure
Number of repeat Single Audit Findings	<input type="checkbox"/>	Annually	11	13	15	Annual Measure
Number of adverse findings in annual Single Audit	<input type="checkbox"/>	Annually	1	5	3	Annual Measure
Number of repeat adverse findings in annual Single Audit	<input type="checkbox"/>	Annually	1	4	3	Annual Measure
Total Amount of Federal Grant Dollars Allocated/Budgeted (reporting is on a year lag)	<input type="checkbox"/>	Quarterly	79,742,448	Not Available	Not Available	Needs Update
<b>1 - Office of Gun Violence Prevention (2 Measure records)</b>						
Number of Building Blocks DC grants awarded to community members and organizations	✓	Annually	New in 2024	New in 2024	New in 2024	Annual Measure
Amount of dollars granted to community members and organizations through Building Blocks DC grants	✓	Annually	New in 2024	New in 2024	New in 2024	Annual Measure
<b>2 - CapSTAT (2 Measure records)</b>						
Number of recommendations made within the fiscal year	<input type="checkbox"/>	Quarterly	11	No Applicable Incidents	Not Available	Needs Update
Number of CapSTAT meetings held	<input type="checkbox"/>	Quarterly	Not Available	Not Available	Not Available	Needs Update
<b>2 - Performance Management and Strategic Planning (4 Measure records)</b>						
Number of cluster meetings held to review progress on FY annual performance plans	<input type="checkbox"/>	Quarterly	6	0	Not Available	Needs Update
Number of agencies that send a representative to the annual OBPM training on performance management	<input type="checkbox"/>	Annually	44	Not Available	Not Available	Annual Measure
Number of mayoral agencies or offices participating in performance plans	<input type="checkbox"/>	Annually	52	Not Available	Not Available	Annual Measure

Measure	New Measure/ Benchmark Year	Frequency of Reporting	FY2021 Actual Report_PAR	FY2022 Actual Report	FY2023 Actual Report	FY 2024 Quarter 1
Number of independent (non-mayoral) agencies or offices participating in performance plans	<input type="checkbox"/>	Annually	26	Not Available	Not Available	Annual Measure
<b>2 - The Lab@DC (4 Measure records)</b>						
Number of New Administrative Data Analyses Posted on the Lab's website in this fiscal year	<input type="checkbox"/>	Quarterly	4	Not Available	Not Available	Needs Update
Number of New Randomized Evaluations Posted on the Lab's website in this fiscal year	<input type="checkbox"/>	Quarterly	2	Not Available	Not Available	Needs Update
Number of New User-Centered Design Projects Posted on the Lab's website in this fiscal year	<input type="checkbox"/>	Quarterly	2	Not Available	Not Available	Needs Update
Number of new projects posted on the Lab's website that serve low-income communities or populations	<input type="checkbox"/>	Quarterly	1	Not Available	Not Available	Needs Update
<b>3 - Budget Formulation and Execution (5 Measure records)</b>						
Number of budget engagement forums hosted	<input type="checkbox"/>	Quarterly	3	Not Available	Not Available	Needs Update
Number of Investment Review Board meetings hours	<input type="checkbox"/>	Annually	42	Not Available	Not Available	Annual Measure
Number of highly rated projects (investments with a composite score of 10 or greater)	<input type="checkbox"/>	Annually	249	Not Available	Not Available	Annual Measure
Number of eligible projects in the Mayor's proposed Capital Improvement Plan that did not get scored by the Investment Review Board	<input type="checkbox"/>	Annually	32	Not Available	Not Available	Annual Measure
Number of investments scored by the Investment Review Boards	<input type="checkbox"/>	Quarterly	256	Not Available	Not Available	Needs Update

## 2024 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
<b>Budget Formulation and Execution (1 Strategic Initiative)</b>			
Bipartisan Infrastructure Law Projects	To maximize infrastructure funding for BIL projects, we are collaborating with District agencies and engaging regional and federal partners. We will efficiently implement funded projects and track their success in order to demonstrate their positive impact. Our efforts include grant management, procurement support, and strategic coordination with District agencies.	09-30-2024	Add Initiative Update
<b>Office of Gun Violence Prevention (1 Strategic Initiative)</b>			
Community Violence Prevention Medicaid State Plan	The Office of Gun Violence and Prevention, in collaboration with Department of Healthcare Finance, will develop a Community Violence Prevention benefit under the Medicaid State Plan in FY24. This will include holding discussions with both provider and community stakeholders to solicit their input on the development of the service while developing a State Plan Amendment (SPA). This program focuses on reducing gun violence, which disproportionately affects People of Color in DC and in communities where a disproportionate number of People of Color reside, by supporting the work of Violence Interventionists who are residents with deep ties to these communities and who have been impacted by violence. As input about the development of the program is gathered, OGVP will be intentional about gathering feedback from these residents and communities.	09-30-2024	Add Initiative Update
<b>Performance Management and Strategic Planning (1 Strategic Initiative)</b>			
What Works City Data Alliance	In FY24, the OCA will coordinate with agencies in order to be part of the Bloomberg What Works City Data Alliance.	09-30-2024	Add Initiative Update

## 2024 Initiative Updates

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Supporting Data	Reporting Quarter
No Initiative Update records found						

## 2023 Unfinished Initiatives

Title	Description	% Complete from Prior FY	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
<b>Office of Racial Equity (1 Strategic Initiative)</b>						
Racial Equity Dashboard	ORE will continue work to procure a racial equity dashboard which will be used to track and monitor agencies' progress on achieving racial equity initiatives. ORE will coordinate with the Office of the Chief Technology Officer and the Office of Contracting and Procurement to review proposals from technology firms to develop the dashboard. Once a firm is identified, work will begin.	25-49%	ORE made substantial measurable progress in the development of the racial equity dashboard. This included researching and finalizing a list of 36 indicators to be included in the dashboard following review and analysis of public comments. ORE began working with OCTO on the back-end development of the dashboard.	NEEEEEEEEEEEEDS UPDATE	05-16-2024	Add Initiative Update

## 2023 Unfinished Initiative Updates

Strategic Initiative Title	Anticipated completion date	New Initiative Created for FY24	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact (Limited to 550 Characters)	Supporting Data	Reporting Quarter
No Initiative Update records found										

2024 ARP Key Performance Indicators

Measure	New Measure/ Benchmark Year	ARPA: Required by Treasury	Directionality	ARPA Expenditure Code	ARPA Initiative	ARPA Sub- Initiative	ARPA Project Name	FY 2020 Target	FY2020	FY2021 Target	FY2021	FY2022 Target	FY2022
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No Measure records found

2024 ARP Workload Measures

Measure	ARPA Project Name	New Measure/ Benchmark Year	ARPA: Required by Treasury	ARPA Expenditure Code	ARPA Initiative	ARPA Sub- Initiative	FY2021 Actual	FY2022 Actual	FY2023 Actual Report	FY 2024 Quarter 1
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No Measure records found

Update Notes

Add Note

Section	Note for Publication	Publish in
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No Note records found

Administrative Information

Record ID# 1011

Performance Plan ID 1011

Created on Jan. 23, 2023 at 3:14 PM (EST). Last updated by [Katz, Lia](#) on Jan. 23, 2023 at 3:18 PM (EST). Owned by [Katz, Lia](#).



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
(Agency Name)

**MEMORANDUM**

**TO:** Sam Quinney, Director, The Lab, OCA  
Helder Gil, Chief of Staff, OCA  
Christina Murphy, Senior Operations Advisor, OCA  
James Hurley, Agency Financial Officer, OCA

**THRU:** Karissa Minnich, Civic Design Manager  
Katie Gan, Deputy Director, The Lab, OCA  
Tonya Frazier, OCA

**FROM:** Anamita Gall, Civic Design Researcher

**DATE:** 18-Jan-24

**SUBJECT: TRAINING JUSTIFICATION**

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The Agile Service Design masterclass is an interactive course taught over a 3 week period, with an immersive 1 day class each week (on March 7, March 14, and March 21). The course is designed for current and aspiring service designers looking to gain a thorough grounding in how to design government services in an agile user centred environment. Joining the training will allow me to grow my knowledge and skillset to deliver on projects aimed at making services more accesible for residents. It will be particularly helpful with my work with the Department of Human Services and the Department of Buildings.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**

**I. Training/Travel Request Summary**

1. Name of Traveler <b>Anamita Gall</b>		2. Employee ID: <b>99847</b>		3. Agency/Department (Including Budget Code) <b>AEO</b>	
4. Position Title <b>Civic Design Researcher</b>		5. Training or Conference Dates: To: <b>3/7/2024</b> From: <b>3/21/2024</b>			
6. Description of Travel/Training <b>3-week masterclass with the School of Good Services - Agile Service Design (meets 3 days, once per week)</b>		7. Travel Origin <b>virtual</b>		8. Total Cost (Travel, Training, or Conference) <b>\$1,818.68</b>	
9. Training, Conference or Seminar Event Location Address <b>virtual</b>		10. Training or Conference Vendor Name and Address (as it must appear on check) <b>School of Good Services Ltd</b>			
11. Sponsor (if applicable) <b>NA</b>		12. Donation Application Request No. <b>N/A</b>		13. Sponsor's Donation Amount <b>N/A</b>	

**II. Transportation**

14. Mode of Transportation <input type="checkbox"/> NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		15. Method of Payment <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input checked="" type="checkbox"/> P-card					
Transportation to Destination <b>NA</b>		16. Point of Departure <b>NA</b>	17. Travel Date <b>NA</b>	18. Carrier Name <b>NA</b>	19. Flight or Train IDs <b>NA</b>	20. Departure Time <b>NA</b>	21. Arrival Time <b>NA</b>
Transportation to Return <b>NA</b>		22. Point of Departure <b>NA</b>	23. Travel Date <b>NA</b>	24. Carrier Name <b>NA</b>	25. Flight or Train IDs <b>NA</b>	26. Departure Time <b>NA</b>	27. Arrival Time <b>NA</b>

**III. Lodging**

28. Hotel Name and Address <b>NA</b>		29. Hotel Phone <b>NA</b>
30. Lodging Dates <b>NA</b>	To	<b>NA</b>
31. Length of Stay(Nights) <b>NA</b>		

Special Notes

**IV. Total Cost**

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Government Rate)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition			\$1,818.68	\$0.00	\$0.00	\$1,818.68	\$1,818.68	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$1,818.68</b>	<b>\$0.00</b>

**V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)**

Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
<b>1010190</b>	<b>AEO</b>		<b>50077</b>	<b>7131019</b>	<b>201380</b>	<b>2001095</b>			

**VI. Traveler Signature**

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by 6-B DCMR Chapter 40 or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature 	Date <b>1/18/2024</b>
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**VII. Authorizations**

Administration Representative	Christina Murphy	Senior Operations Advisor	Signature	Date
AFO or Budget Analyst	James Hurley	AFO	Signature	Date
Agency Director or Designee	Helder Gil	Chief of Staff	Signature	Date



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM



**I. Training/Travel Request Summary**

1 Name of Traveler <b>Amelie Hecht</b>		2 Employee ID <b>121930 AEO</b>		3 Agency/Department (Including Budget Code)	
4 Position Title <b>Senior Social Scientist</b>		5 Training or Conference Dates From <b>3/6/2024</b> To <b>3/8/2024</b>			
6 Description of Travel/Training <b>Robert Wood Johnson Foundation Healthy Eating Research Annual Meeting</b>		7 Travel Origin <b>Washington, DC</b>		8 Total Cost (Travel, Training, or Conference) <b>Denver, CO \$1,006.74</b>	
9 Training, Conference or Seminar Event Location Address <b>Grand Hyatt Denver, 1750 Welton St, Denver Colorado</b>			10 Training or Conference Vendor Name and Address (as it must appear on check)		
11 Sponsor (if applicable)		12 Donation Application Request No		13 Sponsor's Donation Amount	

**II. Transportation**

14 Mode of Transportation <b>Plane <input checked="" type="checkbox"/></b>		15 Method of Payment <b>Reimbursement for per diem, p-card for flight and hotel <input checked="" type="checkbox"/></b>				
16 Point of Departure <b>Tuscon, AZ</b>		17 Travel Date <b>3/3/2024</b>	18 Carrier Name <b>Southwest</b>	19 Flight or Train IDs <b>#980</b>	20 Departure Time <b>5:50 PM</b>	21 Arrival Time <b>7:40 PM</b>
22 Point of Departure <b>Denver, CO</b>		23 Travel Date <b>3/11/2024</b>	24 Carrier Name <b>United</b>	25 Flight or Train IDs <b>UA 2408</b>	26 Departure Time <b>5:45 PM</b>	27 Arrival Time <b>10:56 PM</b>

**III. Lodging**

28 Hotel Name and Address <b>Grand Hyatt Denver, 1750 Welton St, Denver Colorado</b>		29 Hotel Phone <b>(303) 295-1234</b>	
30 Lodging Dates <b>3/6/2024 - 3/8/2024</b>		31 Length of Stay(Nights) <b>2</b>	

**IV. Total Cost**

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation Inbound (Airline, Train, etc.)	1	\$219.00	\$219.00	\$0.00	\$0.00	\$219.00	\$219.00	\$0.00
Transportation Outbound (Airline, Train, etc.)	1	\$307.00	\$199.00	\$0.00	\$0.00	\$199.00	\$199.00	\$0.00
Lodging (Government Rate)	2	\$169.00	\$338.00	\$53.24	\$53.24	\$391.24	\$391.24	\$0.00
Per Diem	1	\$79.00	\$79.00	\$0.00	\$0.00	\$79.00	\$0.00	\$79.00
Per Diem (First and Last Day of Travel)	2	\$59.25	\$118.50	\$0.00	\$0.00	\$118.50	\$0.00	\$118.50
Car Rental (Only if Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$809.24</b>	<b>\$197.50</b>

**V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)**

Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
1010001	AEO	500026	50077	7131019					

**VI. Traveler Signature**

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by 6-B DCMR Chapter 40 or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature <i>Amelie Hecht</i>	Date <b>12/11/2023</b>
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**VII. Authorizations**

Administration Representative <b>Me'chelle Warren</b>	Agency Travel Officer <b>James Hurley</b>	Signature <i>[Signature]</i>	Date <b>12/22/23</b>
AFO or Budget Analyst <b>Sam Quinney</b>	Director, The Lab @ DC <b>Helder Gil</b>	Signature <i>[Signature]</i>	Date <b>12/20/23</b>
Agency Director or Designee <b>Helder Gil</b>	Chief of Staff <b>[Signature]</b>	Signature <i>[Signature]</i>	Date <b>12/22/23</b>



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the City Administrator**

**MEMORANDUM**

**TO:** Kevin Donahue, City Administrator, Office of the City Administrator

**THRU:** Jenny Reed, Director, Office of Budget and Performance Management, OCA  
Sam Quinney, Director, The Lab @ DC, OCA

**FROM:** Amelie Hecht, Senior Social Scientist, The Lab @ DC, OCA

**DATE:** 11-Dec-23

**SUBJECT: TRAVEL/TRAINING JUSTIFICATION**

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This is a request for approval for travel to the Robert Wood Johnson Foundation Healthy Eating Research Annual Conference. This conference is an opportunity for academics, practitioners, and government officials to gather to explore the latest research and innovations in policy and practice related to food and nutrition. Attending this conference will help me stay current with the latest developments in nutrition research, policy, and practice and state-of-the-art methods for rigorously evaluating nutrition programs and policies. This knowledge will help me in my ongoing and future work at the Lab. Specifically, I am currently working on a project with DHS, DC Health, DDS and DAFL to develop and test an outreach campaign to promote participation in the Supplemental Nutrition Assistance Program among seniors and people with disabilities. I am also working with OSSE, OP and DHS to explore implementation of Summer EBT. I have also been responsible for reviewing several budget enhancements related to reducing food insecurity in the District and participate in the Interagency Food Program Coordination Work Group. This conference will help equip me with cutting-edge knowledge and skills to work effectively on these tasks, with the goal of decreasing food insecurity among DC residents. Conference registration is free (compared to many academic conferences that cost upward of \$300) so the key expense to the District is for travel and accommodation. The hotel nightly cost is at the government per diem rate.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
(Agency Name)

**MEMORANDUM**

**TO:** Helder Gil, Chief of Staff  
Me'chelle Warren, Agency Travel Officer  
James Hurley, Agency Fiscal Officer

**THRU:** Tonya Frazier  
Katie Gan, Deputy Director, The Lab @ DC, OCA  
Sam Quinney, Director, The Lab @ DC, OCA

**FROM:** Alyssa Huberts, Social Scientist, The Lab @ DC, OCA

**DATE:** 2-Jan-24

**SUBJECT: TRAVEL/TRAINING JUSTIFICATION**

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Alyssa Huberts (Social Scientist, The Lab @ DC, OCA) is requesting approval to attend the 2024 Conference on Collaborative State & Local Policy Research at the Hoover Institution in Stanford California. Alyssa received an invitation to attend this conference via email, included in this documentation. The conference aligns directly with the Lab @ DC's work, Alyssa's role as a social scientist, and Alyssa's FY 24 performance goal of facilitating stronger connections with peer cities and institutions. Alyssa is only requesting funding for airfare, as she is staying with family and not requesting a per diem for meals.





**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**



I. Training/Travel Request Summary		
1. Name of Traveler <b>Alyssa Huberts</b>	2. Employee ID: <b>0012371</b>	3. Agency/Department (Including Budget Code) <b>OCA</b>
4. Position Title <b>Social Scientist</b>	5. Training or Conference Dates: To: <b>1/22/2024</b> From: <b>1/23/2024</b>	
6. Description of Travel/Training <b>2024 Conference on Collaborative State &amp; Local Policy Research</b>	7. Travel Origin <b>Washington, DC</b>	8. Total Cost (Travel, Training, or Conference) <b>\$436.00</b>
9. Training, Conference or Seminar Event Location Address <b>Hoover Institution, Stanford University</b>		10. Training or Conference Vendor Name and Address (as it must appear on check)
11. Sponsor (if applicable)	12. Donation Application Request No.	13. Sponsor's Donation Amount

II. Transportation															
14. Mode of Transportation Airline <input checked="" type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>	15. Method of Payment <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>														
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IV. Total Cost								
Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)	1	\$436.00	\$436.00	\$0.00	\$0.00	\$436.00	\$436.00	\$0.00
Lodging (Government Rate)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>							<b>\$436.00</b>	<b>\$0.00</b>

V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)									
Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
<b>1010190</b>	<b>AE0</b>	<b>50026</b>	<b>50077</b>	<b>7131020</b>	<b>201380</b>	<b>2001095</b>			

VI. Traveler Signature	
<p>I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by 6-B DCMR Chapter 40 or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.</p>	
Signature <b>Alyssa Huberts</b>	Date <b>12/29/2023</b>

VII. Authorizations				
Administration Representative	Name (Printed)	Title	Signature	Date
AFO or Budget Analyst	Name (Printed)	Title:	Signature	Date
Agency Director or Designee	Name (Printed)	Title:	Signature	Date

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of Mayor Muriel Bowser

Office of the City Administrator



## REQUEST FOR PURCHASE APPROVAL FORM


*(This form is required for all purchases. Price quote(s) must be attached prior to approval.)*

PROGRAM/DIVISION:	DATE:
REQUESTER:	PHONE:
VENDOR:	CBE/SBE: <input type="checkbox"/> Yes <input type="checkbox"/> No
DESCRIPTION OF GOOD/SERVICE(S):	
ESTIMATED COST: <input type="checkbox"/> Recurring <input type="checkbox"/> One-Time	
JUSTIFICATION OF PURCHASE: (If not CBE/SBE, provide justification):	

*I certify that the above-mentioned Requester on behalf of the District of Columbia, Office of the City Administrator has submitted the attached quote and applicable documents.*

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approval Order	Approving Officials	Signature	Date
1 <sup>st</sup> - Program	Program Director/Program Manager		
2 <sup>nd</sup> - Budget	Michelle Dunn, Administrative Officer		
3 <sup>rd</sup> - Agency	Christina Murphy, Senior Operations Advisor		
<b>If purchase is over \$5,000, the City Administrator's or Designee's signature is needed prior to purchase.</b>			
4 <sup>th</sup> - Agency	Kevin Donahue, City Administrator or Designee		

***This section to be completed by Administrative Officer***

<input type="checkbox"/> PURCHASE ORDER	<input type="checkbox"/> PURCHASE ORDER MODIFICATION	<input type="checkbox"/> PURCHASE CARD (Goods: \$5,000.00 – Services: \$2,500)
PROGRAM CODE:	PROGRAM CODE:	PROGRAM CODE:
COST CENTER:	COST CENTER:	COST CENTER:
FUND NUMBER:	FUND NUMBER:	FUND NUMBER:
ACCOUNT CODE:	ACCOUNT CODE:	ACCOUNT CODE:
FUNDS: <input type="checkbox"/> ARPA <input type="checkbox"/> GRANT	FUNDS: <input type="checkbox"/> ARPA <input type="checkbox"/> GRANT	FUNDS: <input type="checkbox"/> ARPA <input type="checkbox"/> GRANT
AMOUNT:	AMOUNT:	AMOUNT:

Revised 04-19-2023



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
(Agency Name)

**MEMORANDUM**

**TO:** Helder Gil, Chief of Staff  
Me'chelle Warren, Agency Travel Officer  
James Hurley, Agency Fiscal Officer

**THRU:** Tonya Frazier  
Katie Gan, Deputy Director, The Lab @ DC, OCA  
Sam Quinney, Director, The Lab @ DC, OCA

**FROM:** Alyssa Huberts, Social Scientist, The Lab @ DC, OCA

**DATE:** 2-Jan-24

**SUBJECT: TRAVEL/TRAINING JUSTIFICATION**

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Alyssa Huberts (Social Scientist, The Lab @ DC, OCA) is requesting approval to attend the 2024 Conference on Collaborative State & Local Policy Research at the Hoover Institution in Stanford California. Alyssa received an invitation to attend this conference via email, included in this documentation. The conference aligns directly with the Lab @ DC's work, Alyssa's role as a social scientist, and Alyssa's FY 24 performance goal of facilitating stronger connections with peer cities and institutions. Alyssa is only requesting funding for airfare, as she is staying with family and not requesting a per diem for meals.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**



**I. Training/Travel Request Summary**

1. Name of Traveler <b>Alyssa Huberts</b>		2. Employee ID: <b>0012371</b>		3. Agency/Department (Including Budget Code) <b>OCA</b>	
4. Position Title <b>Social Scientist</b>		5. Training or Conference Dates: To: <b>1/22/2024</b> From: <b>1/23/2024</b>			
6. Description of Travel/Training <b>2024 Conference on Collaborative State &amp; Local Policy Research</b>		7. Travel Origin <b>Washington, DC</b>		8. Total Cost (Travel, Training, or Conference) <b>\$436.00</b>	
9. Training, Conference or Seminar Event Location Address <b>Hoover Institution, Stanford University</b>		10. Training or Conference Vendor Name and Address (as it must appear on check)			
11. Sponsor (if applicable)		12. Donation Application Request No.		13. Sponsor's Donation Amount	

**II. Transportation**

14. Mode of Transportation Airline <input checked="" type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>			15. Method of Payment <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>				
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**III. Lodging**

28. Hotel Name and Address		29. Hotel Phone	
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**IV. Total Cost**

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
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Signature <b>Alyssa Huberts</b>	Date <b>12/29/2023</b>
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Administration Representative	Name (Printed)	Title	Signature	Date
AFO or Budget Analyst	Name (Printed)	Title:	Signature	Date
Agency Director or Designee	Name (Printed)	Title:	Signature	Date