

Alcoholic Beverage and Cannabis Administration (ABCA) FY 25-26 Performance Oversight Hearing Questions

Governance and Personnel:

1. Please provide a complete and current organizational chart for the agency and each division and subdivision within the agency, including:
 - a. The names and titles of all senior personnel;
 - b. A description of the roles and responsibilities for each division and subdivision;
 - c. A narrative explanation of any changes to the organizational chart made in the last calendar year; and
 - d. An indication of whether any positions in the chart are vacant.

Response: Please see the attached response to Question 1 for an agency organizational chart. The organizational chart is current as of January 9, 2026. Since FY25, there has been one new position added to the ABCA organizational chart. The agency added a Human Resources Manager position in FY 2026.

2. Please provide a complete, up-to-date list of contract workers working directly for your agency, ordered by program and activity, and including the following information for each position:
 - a. Title of position;
 - b. Indication that the position is filled or vacant;
 - c. Date employee began in the position;
 - d. Whether the position must be filled to comply with federal or local law;
 - e. If applicable, the federal or local law that requires the position be filled;
 - f. The entity from which they are contracted; and
 - g. The contracted annual cost.

Response: ABCA does not have any contract workers.

3. Please provide, for each month of FY25 through FY26 to date, the net number of personnel separated from and hired to the agency.

Response: In FY25, ABCA added five new employees to the agency and saw the departure of four staff members for a net positive of one person. In FY26, as of January 9, 2026, one staff member has left the agency with no new hiring of employees from outside of the agency for the current fiscal year. A monthly breakdown is included in the chart below.

FY25	MONTH	HIRED	SEPARATED
	October	2	1
	November	0	1
	December	0	0
	January	0	0
	February	0	0
	March	2	1
	April	1	0
	May	0	0
	June	0	0
	July	0	0
	August	0	0
	September	0	1
		5	4

FY26	MONTH	HIRED	SEPARATED
	October	0	0
	November	0	0
	December	0	0
	January	0	0
	February	N/A	N/A
	March	N/A	N/A
	April	N/A	N/A
	May	N/A	N/A
	June	N/A	N/A
	July	N/A	N/A
	August	N/A	N/A
	September	N/A	N/A
		0	1

4. Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements?

Response: Yes, ABCA conducts mid-year and annual performance plans for its employees, including managers. Mid-year performance plans are required to be completed by managers and reviewed with the employee. Managers are responsible for meeting with all staff members. Employees are evaluated on their ability to meet all parts of their established performance plan. The mid-year is a marker for the employee to ensure they are on track to meet or exceed their performance goals. Annual performance plans are then completed at the end of the fiscal year by the manager to evaluate the

employees' performance and provide feedback. The mid-year review provides an opportunity for all managers to ensure that employees are meeting their individual job requirements. Managers are encouraged to meet with their staff regularly for purposes of providing them with feedback to assist with their professional development.

5. Please provide the following for each collective bargaining agreement that is currently in effect for agency employees:
 - a. The bargaining unit (name and local number);
 - b. The start and end date of each agreement;
 - c. The number of employees covered;
 - d. Whether the agency is currently bargaining;
 - e. If currently bargaining, anticipated completion date;
 - f. For each agreement, the union leader's name title and contact information; and
 - g. A copy of the ratified collective bargaining agreement.

Response: ABCA has a collective bargaining agreement currently in effect with the American Federation of Government Employees, Local 1403, AFL-CIO. This agreement was deemed approved at the Council on October 16, 2025, and covers the period of FY24 through FY26. The agreement covers one attorney currently employed by ABCA and is attached.

The Mayor's Office of Labor Relations and Collective Bargaining is expected to soon begin bargaining with AFSCME District Council 20 (Compensation Units 1 and 2). The most recent compensation collective bargaining agreement covered the period from FY22 through FY25. ABCA has approximately 57 FTE positions that are covered by AFSCME District Council 20. A copy of the most recent compensation collective bargaining agreement is attached.

6. Please list all employees currently detailed to or from your agency. For each detailed employee, include:
 - a. The reason for the detail;
 - b. The job duties if detailed to your agency;
 - c. The start date of detail;
 - d. The agency the employee is detailed to/from; and
 - e. The projected date of return.

Response: ABCA does not currently have any employees detailed to or from our agency.

7. Please provide a copy of your agency's Schedule A, as of the date of receipt of this questionnaire.

Response: Please see the attached response to Question 7 for the Schedule A document.

8. Please provide a list and description of all memorandums of understanding and memorandums of agreement in effect during [previous fiscal year] and [current fiscal year], to date.

Response: For FY25 and/or FY26, ABCA has the following memorandums of understanding (MOUs):

1. **MOU with the Department of Human Resources for personnel services**
2. **MOU with the Metropolitan Police Department for the Reimbursable Detail Program**
3. **MOUs with the Office of the Chief Financial Officer for both merchant service fees and financial support services**
4. **MOU with the Office of Unified Communications for radio services**
5. **MOUs with the Office of the Chief Technology Officer for DC Net and the agency's IT assessment**
6. **MOU with the Department of Public Works for the agency's fleet assessment**
7. **MOU with the Office of Finance and Resource Management for non-DC Net telecom**
8. **MOU with DDOT as a subgrantee for the purpose of reducing underage drinking**
9. **MOU with the Department of General Services for electrical work to install copiers.**

Finance and Budget:

9. Please provide a status report, including timeframe of completion, for all projects for which your agency currently has capital funds available.

Response: ABCA has allocated \$999,875 in capital funding to modernize its IT infrastructure through a new Customer Relationship Management (CRM) system. This integrated platform will centralize essential licensing, legal, and compliance functions to replace outdated legacy processes. ABCA is currently collaborating with the Office of Contracting and Procurement (OCP) on a contract modification to officially launch this work. The system is designed to automate regulatory workflows, such as license renewals and enforcement tracking, while ensuring compliance with 2026 data privacy standards. This modernization effort aims to improve operational transparency and reduce processing times for all stakeholders.

10. Please provide copies of all budget enhancement requests (The Form B or similar form) submitted in the formulation of the FY25 and FY26 proposed budgets.

Response: This request asks for information that is protected from disclosure by the deliberative process and executive privileges.

11. Please list all budget enhancements in FY26 and provide a status report on the implementation of each enhancement.

Response: ABCA does not have any budget enhancements in its current FY26 budget.

12. Please fill out the attached spreadsheet titled "Question 12 Grants Received," and list all federal and/or private grants received by your agency in FY25 and FY26 to date, current balances, and indicate any that lapsed during or at the end of [previous fiscal year].
- Please submit the completed document in both Excel and PDF formats.
 - Please include your Agency Code in the filename (e.g., question_12_AB0_2026.xls).

Response: Please see the attached spreadsheet in response to Question 12.

13. List all grants issued by your agency in FY25 and FY26, to date in the attachment labeled "Question 13 Grants Issued".

- a. Please submit the completed document in both Excel and PDF formats.
- b. Please include your Agency Code in the filename (e.g., Question_13_AB0_2026.xls).

Response: ABCA did not issue any grants in FY25 or FY26, to date.

Operations:

14. Please provide the Committee with a list of all vehicles owned or leased by the agency; the purpose of the vehicle; the division the vehicle is assigned to, if applicable; and whether the vehicle is assigned to an individual employee.

Response: ABCA currently has twelve fleet vehicles that are collectively assigned to the agency's Enforcement Division. There are no vehicles assigned to a specific individual. All vehicles are used to transport agency investigators throughout the city as they conduct official ABCA business. The current list of ABCA vehicles is as follows:

Current Vehicles:

DC-10891	2017	Camry
DC-16120	2025	Camry
DC-13477	2020	Camry
DC-12262	2018	Camry
DC-16126	2025	Camry
DC-10379	2018	Camry
DC-12847	2017	Taurus
DC-13478	2020	Camry
DC-10190	2013	Corolla

DC-10595 2014 Corolla
DC-10596 2014 Corolla
DC-8842 2014 Dodge Caravan

15. For each objective and activity in the agency's FY25 Performance Plan, please list:
- The measure of greatest improvement for the agency, and the actions the agency took to improve that measure's outcome, efficiency or quantity; and
 - For all measures with missed targets (if any), explain the actions the agency is taking to improve that measure's outcome, efficiency, or quantity.

Response: The measure of greatest improvement for ABCA in FY25 from FY24 was the number of underage drinking compliance checks conducted. Specifically, ABCA conducted 949 underage drinking compliance checks in FY25 which represented a significant increase from the 592 underage drinking compliance checks conducted in FY24. The agency's successful effort to receive federal grant dollars in FY25 allowed the agency to utilize additional resources to conduct underage drinking resources in FY25.

16. List all new objectives, activities and projects in the agency's [current fiscal year] Performance Plan and explain why they were added.

Response: Two modifications were made to the FY26 performance plan to enhance ABCA's outreach and safety initiatives. First, the target for community meetings attended to educate the public on the licensing process was increased from 20 to 30 sessions. Additionally, a new performance measure was established requiring participation in 10 school-based events focused on impaired driving education. These updates

prioritize expanded community engagement and proactive public safety enforcement for the 2026 fiscal year.

17. Describe problems and challenges, including chronic maintenance issues and design flaws, in agency-owned or leased facilities.
- a. What capital or operating projects arose from these issues in FY25 and FY26 to date, including cost and actions taken?

Response: ABCA relocated from the Reeves Center to its new headquarters at 899 North Capitol Street, NE, on November 18, 2024. Our new modernized location has been well received by the agency and its staff. The modernization of and ABCA's relocation to its new space were primarily handled by the Department of General Services. ABCA did not have any capital or operating projects associated with its new location included in its FY25 or FY26 budgets.

18. Please list each new initiative implemented by the agency during FY25 and FY26 to date. For each new initiative, please provide:
- c. A description of the initiative;
 - d. Actual start date;
 - e. Actual or anticipated end date;
 - f. The funding required to implement the initiative;
 - g. Whether the initiative was mandated by legislative action;
 - h. Problems or challenges faced in the program's implementation;
 - i. The metrics the agency is collecting to measure the initiative's success; and
 - j. An assessment of the initiative's success thus far.

Response: ABCA did not implement any new programs during FY25 or FY26, to date.

19. Please list any legislation that impacts your agency from FY25 and FY26 and provide a status report on the agency's implementation related to each piece of legislation.

Response: ABCA implemented multiple pieces of legislation that took effect in FY25 and FY26 related to our agency. This included but was not limited to implementing legislation that: (1) extended the valid period of medical cannabis conditional licenses from two years to three years; (2) made permanent the ABCA streatery endorsement which resulted in 37 licensees applying to continue to operate a streatery in 2026 by the December 31, 2025 deadline; (3) transitioned the issuance of games of skill retailer licenses from the Office of Lottery and Gaming to ABCA; and (4) provided the ABC Board with the statutory authority to extend the hours of operation and alcoholic beverage sales for cultural events, sporting events, or tourism related events.

20. Customer feedback
- a. How does the agency solicit feedback from customers (i.e., District residents served)? Please describe.
 - b. What has the agency learned from this feedback?
 - c. How has the agency changed its practices because of such feedback?

Response: The public has several methods to provide feedback to ABCA, including training surveys, quarterly meetings with multiple industry groups, shared email accounts, and online forms. ABCA leadership regularly reviews all submissions and modifies operations as needed based on this input. For example, the agency's recent investment in modernizing its IT infrastructure was launched in direct response to received customer and resident feedback regarding the need for more efficient and transparent licensing and compliance processes.

Laws, Audits, and Reports:

21. Please identify any legislative modifications that would enable the agency to better meet its mission.

Response: ABCA is not aware of any needed legislative modifications to assist the agency in meeting its mission.

22. Please identify any regulatory impediments to your agency's operations.

Response: ABCA is not aware of any regulatory impediments to the agency's operations.

23. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY25 and FY26 to date.

Response: ABCA is currently participating in an on-going Office of the Inspector General Human Capital Management Audit with several other District agencies. Recommendations that ABCA received during this on-going audit are listed in the response to Question 24. Additionally, BEGA is currently conducting an on-going investigation involving an ABCA employee that was referred to BEGA by ABCA.

24. Please identify and provide an update on what actions have been taken to address all recommendations made during the previous three years by:

- a. Office of the Inspector General;
- b. D.C. Auditor;
- c. Internal audit; and
- d. Any other federal or local oversight entities.

Response: In FY26, ABCA received two recommendations from the Office of the Inspector General, as the result of an on-going Human Capital Management audit, which were to (1) designate a staff member responsible for managing and coordinating employee training and career development activities, and (2) establish and implement a formal oversight mechanism to monitor and evaluate employee development for compliance with the E-

DPM. ABCA is in the process of hiring a Human Resources Manager who will be responsible for implementing these two recommendations.

25. Please list all pending lawsuits in which the agency, or its officers or employees acting in their official capacities, are named as defendants, and for each case provide the following:

- a. The case name;
- b. Court where the suit was filed;
- c. Case docket number;
- d. Case status; and
- e. A brief description of the case

Response: The agency provides the following information regarding pending lawsuits where ABCA is named as a party. The majority of the lawsuits below relate to the agency's cannabis enforcement efforts.

- a. **The case name: Capitol Hemp, LLC v. District of Columbia**
 - b. **Court where the suit was filed: DC Superior Court**
 - c. **Case docket number: 2025-CAB-3730**
 - d. **Case status: Pending decision.**
 - e. **A brief description of the case: Action requesting preliminary injunction and temporary restraining order to prevent enforcement against hemp products. The agency opposes the filing.**
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- a. **The case name: Zainab Yusuff v. District of Columbia**
 - b. **Court where the suit was filed: US District Court for the District of Columbia**
 - c. **Case docket number: 2024 CAB 005229**

- d. **Case status: Dismissed. Plaintiff filed a pending Motion for Reconsideration.**
 - e. **A brief description of the case: Alleged wrongful termination.**
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- a. **The case name: Alliance for Recreational Cannabis**
 - b. **Court where the suit was filed: US District Court for the District of Columbia**
 - c. **Case docket number: 1:24-cv-03164-ACR**
 - d. **Case status: Court decision on motion to dismiss pending.**
 - e. **A brief description of the case: Various challenges against enforcement of the District's cannabis and medical cannabis laws under the Seventh Amendment, Commerce Clause, Due Process Clause, federal appropriations law, and similar claims.**
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- a. **The case name: Elevated Tours, LLC, v. District of Columbia**
 - b. **Court where the suit was filed: US District Court**
 - c. **Case docket number: 1:24-cv-03538**
 - d. **Case status: Pending.**
 - e. **A brief description of the case: Lawsuit seeks to enjoin District under various constitutional rights and other laws related to stop the enforcement of District law regarding cannabis and intoxicating hemp products.**
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- a. **The case name: AR Logistics, LLC v. District of Columbia**
 - b. **Court where the suit was filed: US District Court**
 - c. **Case docket number: 1:24-cv-03539**
 - d. **Case status: Pending.**
 - e. **A brief description of the case: Lawsuit seeks to enjoin the District under various constitutional rights and other laws related to stop the**

enforcement of District law regarding cannabis and intoxicating hemp products.

26. Please list the total amount of money the agency or the District, on behalf of the agency, expended to settle claims against it, or its officers or employees acting in their official capacities, in FY25 and FY26 to date.

Response: No monies were expended by ABCA to settle any claims in FY25 or FY26, to date.

27. Please list each settlement the agency or the District, on behalf of the agency, entered into in FY25 and FY26 to date that involved claims against the agency, or its officers or employees in their official capacity, including any settlements covered by D.C. Code § 2-402(a)(3). For each settlement, provide:

- a. The amount of the settlement;
- b. If related to litigation, the case name and brief description; and
- c. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Response: No settlements were entered into by ABCA, or the District on behalf of the agency, in FY25 or FY26, to date.

28. Please list all administrative complaints or grievances that the agency received in FY25 and FY26 to date. For each complaint, list:

- a. The source of complaint;
- b. The process utilized to respond to the complaint or grievance;
- c. Any changes to agency policies or procedures that resulted from the complaint or grievance; and
- d. If resolved describe the resolution.

- a. **The source of complaint: Countee Gilliam v. Alcoholic Beverage Regulation Administration (23-273-DC(CN))**
- b. **The process utilized to respond to the complaint or grievance: Office of Human Rights**

- c. **Any changes to agency policies or procedures that resulted from the complaint or grievance: N/A**
- d. **If resolved describe the resolution: N/A**

- a. **The source of complaint: Camille Robinson**
- b. **The process utilized to respond to the complaint or grievance: Office of Human Rights**
- c. **Any changes to agency policies or procedures that resulted from the complaint or grievance: N/A**
- d. **If resolved, describe the resolution: OHR issued exit letter to complainant. The agency has not been advised that this matter has proceeded further or is pending any further investigation.**

29. Is the agency currently party to any active non-disclosure agreements? If so, please provide all allowable information on all such agreements, including:
- a. The number of agreements;
 - b. The department(s) within the agency associated with each agreement; and
 - c. Whether any agreements are required for specific positions (please list each position by division and program and indicate whether the position is contracted)

Response: ABCA is not currently party to any active non-disclosure agreements.

Data

30. In filterable and sortable spreadsheet, please list all electronic databases maintained by your agency, including the following:
- a. A detailed description of the information tracked within each system;
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and

- c. Whether the public can be granted access to all or part of each system.

Response: Please see the attached spreadsheet in response to Question 30.

31. Please provide a list of all studies, research papers, and analyses (“studies”) the agency or an agency’s employee requested, prepared, presented or contracted for during FY25. For each study please list:
 - a. The status;
 - b. The purpose; and
 - c. A link (if published) to the study, research paper or analysis.

Response: ABCA did not prepare or contract for any studies, research papers, reports, or analyses in FY25 or FY26, to date.

32. Please list contracts and procurements awarded, entered into, extended, or for which an option year was exercised, by the agency during FY25 and FY26, to date in the attached spreadsheet titled “Contracts and Procurements”.
 - a. Please include your Agency Code in the filename (e.g., AB0_2026_Contracts and Procurements.xls).
 - b. You may add additional lines to the sheet but please do not change any other formatting.

Response: Please see the attached spreadsheet in response to Question 32.