GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

Responses to Fiscal Year 2025-2026
Performance Oversight Pre-Hearing Questions

Rosemary Suggs-Evans
Director

Before the
Committee on **TBD**
The Honorable TBD, Chairperson

Submission Date: **January 16, 2026**
Hearing Date: **TBD, 2026**

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:
   a. *Please see attachment Q1 - Organizational Chart*
   b.

   - The **Office of the Director** provides agency-wide operational, administrative, technical, legal, communications, and legislative support.

   - The **Compliance and Enforcemen**t division oversees Certified Business Enterprise ("CBE") utilization and participation pursuant to D.C. Official Code § 2–218.01 et seq, Chapter 8 (Local, Small, and Disadvantaged Business Enterprises Contracting) of Title 27 (Contracts and Procurement) of the District of Columbia Municipal Regulations, and any other applicable laws and regulations. This division oversees three key areas:
     o Agency Compliance is responsible for the coordination of the information processed by the Office of Contracts and Procurement ("OCP") and the Office of the Chief Financial Officer ("OCFO") to monitor District agencies' compliance with Small Business Enterprise ("SBE") spend requirements;
     o Public-Private Development ("PPD") Compliance is responsible for tracking and monitoring CBE requirements on government-assisted PPD projects, and
     o Investigations and Enforcement is responsible for ensuring compliance with CBE laws and regulations and issuing warnings or penalties.

   - The **Certification** division evaluates applications submitted by businesses to determine eligibility, defined by statutory and regulatory requirements, for entry into the District's CBE program. The division also reviews applications to determine continued eligibility in CBE program; eligibility for certification of a joint venture and, if certified, what preference should be assigned for an individual procurement opportunity; and eligibility for

certification as an equity participant, small investor, or disadvantaged investor as it pertains to real estate development projects. Lastly, the division is also responsible for maintaining the Department's repository of active CBEs.

- The **Commercial Revitalization** division provides technical and funding assistance to support, promote, and foster economic development in District commercial corridors as well as the retention, recruitment, and enhancement of businesses throughout the city. This division oversees three (3) key areas:
  o Capacity Building provides oversight, funding, and support for the growth and development of neighborhood businesses and manages grants to community-based organizations;
  o Main Streets Program fosters retail investment in the District by providing services and funding to help communities retain and recruit businesses, improve commercial properties and streetscapes, and attract consumers; and
  o Commercial Clean Teams maintain commercial corridors; enhances litter cleanup efforts through the removal of debris from streets, sidewalks, and storefronts; and removes graffiti and illegal sign postings within designated service-delivery areas.

- The **Business Opportunities** division provides District-based businesses with the knowledge and capacity-building tools necessary to form, develop, grow, and expand by offering classes, training, technical assistance, and advocacy to promote greater participation in local, federal, and private-sector opportunities. This division oversees two key areas:
  o Business Development provides support, resources, and technical assistance to current or prospective business owners by providing one-on-one counseling, monthly training courses, and workshops to address a broad variety of start-up and development issues from establishing a business to building business credit and finding loans; promotes and advocates for small and local businesses headquartered in the District of Columbia; and is responsible for increasing opportunities for small business participation in the procurement process within the public and private sectors and communicating industry-specific business opportunities.

- The **Innovation and Equitable Development (Inno.ED)** division executes micro-grant and cohort programs, provides trainings and workshops, and

technical assistance to support removing barriers to entrepreneurship. This division oversees the following programs:

- o Made in DC supports and promotes businesses that design, make, produce, and/or assemble products in the District of Columbia. As a response to the momentum and growth of the maker and creative economy in the District, Made in DC functions as a citywide campaign and platform to create opportunities for maker businesses. Made in DC brings businesses together for resource and experience sharing, as well as function as a conduit and messenger between makers and local government;
- o Aspire to Entrepreneurship partners with local DC government agencies, nonprofits, and federal partners to operate programming to support justice-involved District residents (reentering citizens or those on parole or probation) to open, own, and operate their own businesses;
- o Dream Accelerator is an 8-week, cohort-based training program is designed for microbusinesses located in Wards 7 and 8; and
- o Access to Capital expands business opportunities for small businesses by increasing the availability of start-up, working equity, and development capital and bonding; partners with lending institutions to provide financial tools; and provides targeted technical assistance that will allow for greater preparedness for the lending process; and

- The **DC APEX Accelerator (formerly DC-PTAC)** division provides procurement technical assistance and business advisory services to small businesses based in the District and are seeking contracting opportunities with the District and/or Federal government.

c. None
d. *Please see attachment Q1 – Organizational Chart*

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: N/A

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:

	Month	# Separated	# Hired
FY 2025	Oct-24	0	2
	Nov-24	1	2
	Dec-24	3	1
	Jan-25	0	0
	Feb-25	1	2
	Mar-25	0	6
	Apr-25	1	0
	May-25	3	0
	Jun-25	0	0
	Jul-25	0	0
	Aug-25	2	0
	Sep-25	2	1
FY 2026	Oct-25	1	1
	Nov-25	0	0
	Dec-25	0	0

Separated/Hired Personnel

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, in FY25, the agency conducted annual performance evaluations for its employees. Per DCHR guidelines, DSLBD managers meet with their direct reports and outline goals for the year, providing a mid-year review to provide updates and adjust SMART goals as needed. Management Liaison Specialist tracks reporting of performance plans and evaluations through MicroStrategy.

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: N/A

6. **Please list all <u>employees currently detailed</u> 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: N/A

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

Response: *Please see attachment Q7 – Schedule A*

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:

FY25		
Amount	**Sending Agency (Buyer)**	**Description of Service**
$150,000.00	Council on Arts and Humanities-(CAH)	Funding for Art All Night
$500,000.00	District of Columbia Dept of Energy and Environment (DOEE)	Sustainability Grant Funding and Capacity Building
$124,000.00	Deputy Mayor for Economic Development and Planning-DMPED	St Elizabeth's Clean Team
$100,000.00	Mayors Office on LGBTQIA	DSLBD shall provide funding to MSOs in Ward 6 for the award of competitive subgrants to LGBTQ nightlife and retail establishments in the DC Main Street retail corridors located in Ward 6.
$50,000.00	Department of Employee Services	Youth Entrepreneurship Program
$120,000.00	Office of the Chief Financial Officer	Fiscal Support
$2,563.40	Department of Public Works	Fleet Management
$10,563.08	Office of the Chief Technology Officer	Telecommunication
$33,335.50	Office of the Chief Technology Officer	IT Applications and Support Services

$28,957.88	Office of the Chief Technology Officer	IT Assessment
$1,500.00	Department of Human Resources	Suitability and Drug Testing Services
$27,000.00	Department of Human Resources	Executive Leadership Program
$51,800.00	Department of Public Works	Clean Team Employee CDL Training Program
$15,000.00	Deputy Mayor for Economic Development and Planning-DMPED	Placer Licenses
$25,000.00	Office of Cable Television, Film, Music, and Entertainment-OCTFME	Support initiatives that highlight and promote small businesses and creative entrepreneurs through events, media engagement, and outreach programs
FY26		
Amount	**Sending Agency (Buyer)**	**Description of Service**
$150,000.00	Council on Arts and Humanities-(CAH)	Funding for Art All Night
$400,000.00	District of Columbia Dept of Energy and Environment (DOEE)	Sustainability Grant Funding and Capacity Building
$124,000.00	Deputy Mayor for Economic Development and Planning-DMPED	St Elizabeth's Clean Team
$50,000.00	Department fo Employee Services	Youth Entrepreneurship Program
Amount	**Receiving Agency (Seller)**	**Description of Service**
$120,000.00	Office of the Chief Financial Officer	Fiscal Support
$2,563.40	Department of Public Works	Fleet Management
$10,563.08	Office of the Chief Technology Officer	Telecommunication
$33,335.50	Office of the Chief Technology Officer	IT Applications and Support Services
$28,957.88	Office of the Chief Technology Officer	IT Assessment
$1,500.00	Department of Human Resources	Suitability and Drug Testing Services
$15,000.00	Deputy Mayor for Economic Development and Planning-DMPED	Placer Licenses

Finance and Budget:

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

Response:

The Department of Small and Local Business Development has completed the foundational implementation of the District Enterprise System (DES), establishing a fully operational Salesforce-based platform that modernizes how the District administers small-business programs and enforces economic equity requirements.

DES has replaced fragmented manual processes with integrated workflows across core agency functions, including business certification, compliance monitoring, grants administration, and business opportunity tracking. These modules are live and in active use, standardizing intake, eligibility review, approvals, and post-award monitoring while reducing administrative delays and improving consistency and audit readiness.

The system also launched a single, centralized community portal that allows District businesses to register once, manage their profiles, submit applications, and track program activity across multiple DSLBD services. This has improved transparency for applicants, reduced duplicative submissions, and strengthened data quality across programs.

From an oversight and enforcement perspective, DES provides real-time visibility into CBE/SBE participation, waiver activity, and compliance actions, strengthening the District's ability to verify that participation goals are met in practice, not just on paper, particularly as large, multi-year development projects come online.

DES now serves as the agency's system of record, enabling consistent reporting to Council, partner agencies, and oversight bodies, and positioning the District to expand public dashboards and performance reporting in future phases.

This phase of development confirms that DES is not a pilot or conceptual effort; it is a functioning enterprise system delivering operational efficiencies, stronger compliance controls, and a more transparent experience for District businesses. Future investments will build on this established foundation to further automate processes, expand analytics, and scale system capacity as program demand and capital project activity increase.

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:

FY 2026 Enhancements			Status Update
Deanwood Main Street	Funding to support the Deanwood Main Street	$100,000	The enhancement funding was distributed to the Main Street.
Penn Ave Main Street	Funding to support the Penn Ave Main Street	$100,000	The enhancement funding was distributed to the Main Street.

H St Corridor funding	Funding for marketing efforts along the H St Corridor	$78,325	These enhancement funds are scheduled for disbursement in Q2.
Office Support	Enhancement funding for Office Support	$35,655	The agency used most of this funding for subscription services, Microsoft licenses, and other office support needs.
Office Support	Enhancement funding for Office Support	$2,257	The agency used most of this funding for subscription services, Microsoft licenses, and other office support needs.
Equipment	Enhancement funding for equipment	$8,062	The agency has purchased some of the necessary equipment thus far.
Office Supplies	Enhancement for office supplies	$2,873	The agency purchased office supplies with this funding.
Office Supplies	Enhancement for office supplies	$2,000	The agency purchased office supplies with this funding.
MS Funding Enhancement (recurring)	Enhancement funding is to be distributed to all the Main Streets	$543,000	The funding has been distributed to the Main Streets.
Wisconsin Ave/Friendship Hights Clean Team (recurring)	Add the New Friendship Heights Clean Team	$106,000	The funding has been distributed to the Clean Team.

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].**
    a. **Please submit the completed document in both Excel and PDF formats.**
    b. **Please include your Agency Code in the filename (e.g., question_12_AB0_2026.xls).**

Response: *Please see attachment Q12 – EN0 Grants Received 2026*

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: *Please see attached Q13 – EN0 Grants Issued 2026*

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:

DSLBD FY25 and FY26 Motor Pool			
Agency Motor Pool			
Year	Make	Model	Tag Number
2010	Ford	Impala	DC6051
2020	Toyota	Prius	DC13393

- The Ford Impala is assigned to the DSLBD Director, and there have been no accidents to report in FY25 or FY26 to date.
- The Prius is for agency use, and there have been no accidents in FY25 and FY26 to date.

15. For each objective and activity in the agency's FY25 Performance Plan, please list:
    a. The measure of greatest improvement for the agency, and the actions the agency took to improve that measure's outcome, efficiency or quantity; and
    b. 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:
    a.

Objective	Measure	Data Point	Actions
Build and sustain pathways to the middle class by reducing barriers to access of opportunities, information, and resources for local entrepreneurs and District residents	Total contract dollar amount awarded to APEX clients	$1.46B (FY23: $43.73M; FY24: $104.35M)	In FY25, per its grant with the Department of Defense, DSLBD focused on preparing local eligible businesses to better compete for federal government opportunities in the defense industrial base sector. In addition, DSLBD's APEX division increased outreach to existing CBEs to cultivate relationships with them as new APEX

Measure	Target	Actual	Actions
		clients. Lastly, APEX's skilled counselors remained focused on increasing counseling hours.	
Support revitalization of commercial corridors across the District, including Downtown, as well as the attainment of goals outlined in the DC Comeback Plan.	Number of DC Main Street Organizations supported	29 (FY23:28; FY24: 28)	DSLBD continues to support the District's growing number of Main Streets programs across all 8 wards with FY25 having the largest number of programs, to date, with the addition of the Foggy Bottom/West End Main Street.
Promote the ease of doing business with government for local businesses and residents by espousing increased efficiency, transparency, and responsiveness in day-to-day agency operations.	Number of active public private development projects monitored	133 (FY23: 119; FY24: 115)	The number of PPD projects monitored continues to increase year over year. With the continued development of the District Enterprise System ("DES") and the release of the DES' Compliance Module, the Department has been better able to track project details, subcontractors, Certified Business Enterprise (CBE) participation, and workforce reports through the Project & Procurement Details tool.

b.

Measure	Target	Actual	Actions

Percent of applications processed in under 30 business days	80%	61.75%	The Department has leveraged capital infrastructure improvements through the District Enterprise System ("DES") to simplify the CBE application process thereby reducing processing times. More specifically, the Department is incorporating tools into the application process that will automatically retrieve key business information in addition to providing more detailed guides and templates for end-users.
Percent of monitored agencies participating in annual compliance training	100%	96.67%	The Department will continue to prioritize convenience for contracting officers, and other agency staff responsible for agency CBE spend by offering virtual trainings across all District clusters to ensure compliance with District laws and regulations.

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

Response:

The Department added the District's RFK Campus Development Project as a new project in its FY26 Plan. Given the unique performance and capacity building opportunities that the large-scale RFK project will afford to small and local businesses, DSLBD is focused on maximizing opportunities for SBEs by streamlining certification processes for eligible SBEs, working closely with stakeholders and partners to identify and communicate outwardly opportunities for SBEs, providing targeted resources and trainings for SBEs interested in RFK participation, and closely tracking and monitoring SBE spend to ensure historic District spend goals are achieved.

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: N/A (DSLBD does not own or lease the office space the Department occupies)

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:

FY25 Clean Team Crew Member CDL Support Pilot (Pipelines to Success Piloting): DSLBD focused on pipelines that support the growth, development, and governmental re-engagement with Clean Team crew members through partnerships with DPW. DSLBD worked with Clean Team managers to enroll crew members into DPW's CDL Theory I and II courses and will offer continued supports to participants as they advance through the training program. The Department provided a budget and support for CDL training including stipends for DC Clean Team crew member participants – allowing them to access this critical career growth opportunity while maintaining the ability to meet daily living expense needs. Overall, the pilot was successful: twelve (12) completed the CDL Prep Class and three (3) clean team crew members secured either Class A or Class B commercial drivers licenses. The metrics the Department utilized in measuring impact and success included the number of crew members who successfully completed this rigorous program, career expansion opportunities leading to greater economic stability, and overall anecdotal feedback from the participants.

   Start Date: October 1, 2024
   Date Completed: September 30, 2025
   Current Project Phase: Completed
   FY25 Funding Allocated: $11K

FY25 Local Makers and Sustainable Fashion Pilot (Sustainable Economy Advancement): DSLBD advanced sustainability by supporting DC resident-owned businesses making products locally and those focused on fashion sustainability initiatives. This pilot project, in partnership with George Washington University Textile Museum, focused on four

fashion sustainability areas - technological innovation, recommerce, textile alternatives, and fashion empowerment - to reduce the fashion industry's environmental impact locally and beyond the District and to support growth of the fashion economy in Washington, DC. Further, this initiative provided opportunities for community building, resource/education sharing and networking to DC-based fashion businesses that are bringing viable solutions through circular and sustainable business models. Overall, the ReFashion pilot was successful. In FY25, in collaboration with DSLBD's Made in DC, ReFashion awarded $25,000 in reimbursable funds to 25 non-storefront-based makers and creatives, including fashion-focused businesses. This program aimed to expand market access for businesses without a physical retail presence. Due to the synergies of Made in DC and ReFashion, the agency anticipates continuing supports and services for fashion makers under the Made in DC umbrella

> Start Date: October 1, 2024
> Completion Date: September 30, 2025
> Current Project Phase: Execution
> FY25 Funding Allocated: $41K

FY26 RFK Campus Development Related (Business Readiness to Compete for Contracts): Given the unique performance and capacity building opportunities that the large-scale RFK project will afford to small and local businesses, DSLBD is focused on maximizing opportunities for SBEs by streamlining certification processes for eligible SBEs, working closely with stakeholders and partners to identify and communicate outward opportunities for SBEs, provide targeted resources and trainings for SBEs interested in RFK participation, and closely track and monitor SBE spend to ensure administrative goals are achieved.

> Start Date: August 2025
> Tentative Completion Date: September 30, 2029

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:

B26-0207 - Certified Business Enterprise Program Compliance and Enforcement Support Temporary Amendment Act of 2025 was enacted on August 16, 2025, at the request of the Mayor.

> This bill amended, on a temporary basis, the Small and Certified Business Enterprise Development and Assistance Act of 2005 by requiring a business applying for certification as a local business enterprise to be independently owned and operated; amended minimum certified business enterprise performance requirements in a certified joint venture; and established uniform hearing

13

procedures resulting from compliance and enforcement actions undertaken by the Department. The legislation expires on March 29, 2026.

20. Customer feedback
   a. How does the agency solicit <u>feedback</u> 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:
   a. The agency solicits feedback from customers (District residents served) through multiple channels. These include:
      - Surveys to capture structured feedback on services and programs.
      - Direct email communication to the Office of the Director for open-ended input.
      - Program close-out meetings, where participants and stakeholders provide real-time feedback on program delivery, outcomes, and areas for improvement.
      - Lessons learned sessions, which allow the agency to review successes and challenges collaboratively, ensuring insights are documented and applied to future initiatives.

   b. These methods create a comprehensive feedback loop that combines quantitative and qualitative input, helping the agency continuously improve its services.

   c. Based on some of the feedback we received, we have adjusted our grants reporting and monitoring functionality in the DES system. We have partnered with DCLP and DCPL to offer small-business technical assistance on-site in all 8 wards. The agency is enhancing the certification functionality to make it easier to identify and upload the correct documents.

Laws, Audits, and Reports:

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

Response:
   There are no standing statutory or regulatory impediments to DSLBD's work. DSLBD will continue to work with Council to identify potential changes to improve DSLBD will continue to work with Council to identify potential changes to improve the functioning of the office and the CBE program.

22. Please identify any regulatory <u>impediments</u> to your agency's operations.
Response: N/A

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:

There are no ongoing investigations, audits, or reports on the Department or any employee of the Department.

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:

Below are recommendations included in the Office of the Inspector General's July 2024 Economic Development Programs Evaluation (OIG Project No. 23-E-06-EB0(m)) along with planned agency actions and status updates.

Recommendation	Corrective Action	Current Status (Completed, In-progress, or Not Started)	Completion Date or Target Date for Completion	Comments Section or Descriptions of Evidentiary Support for Actions Taken
Develop a formal communication process, including recurring information-sharing between agencies, to ensure grant award and recipient data are accessible for grant programs under their purview.	DSLBD is exploring and assessing different options, including, but not limited to, creating and publishing certain open datasets for intra- and inter-agency and public sharing and any utilitarian implications related to grant administration logistics and practicality.	In-progress	FY2026	DSLBD continues to leverage improvements to its information technology capital infrastructure to improve information sharing cross-divisionally with the goal of inter-agency expansion. Specifically, in FY26, DSLBD will continue to prioritize finalization of the Grants Module in the District Enterprise System ("DES"). This module functions as the central repository for all intra-agency grants-related

Recommendation	Corrective Action	Current Status (Completed, In-progress, or Not Started)	Completion Date or Target Date for Completion	Comments Section or Descriptions of Evidentiary Support for Actions Taken
				documents and data. The system architecture currently allows for grant staff to access the history of awards linked to a single business entity. This includes visibility into awards across divisions and over different time periods. Such data can then be used to better identify potential gaps in information accessibility and overall administrative grantmaking processes and procedures.
Develop controls that help to detect ineligible grant awards and reimbursements.	DSLBD is exploring the development of internal processes related to information sharing across all divisions on awardee data and any utilitarian implications related to grant administration logistics and practicality. Further, DSLBD acknowledges that, given Recommendation #1, other agencies will have to implement certain protocols for a broader (e.g., citywide) effort to take effect. This work is in the research stage and the target date for completing the planned action is FY 2026.	Completed in part; Ongoing in part	FY2025; FY2026	DSLBD incorporated a disclosure to the Statement of Certification whereas grant applicants are required to disclose grants, contracts, subgrants and subcontracts received in the last five (5) years from the District. Further. DSLBD is revising and updating internal policies related to reviewing expenses to reduce any potential risks of "double-dipping" or potential fraud, waste and abuse. This includes working to change financial reporting requirements for grantees to include more details, especially as it relates to subcontracted work and rates.

Recommendation	Corrective Action	Current Status (Completed, In-progress, or Not Started)	Completion Date or Target Date for Completion	Comments Section or Descriptions of Evidentiary Support for Actions Taken
Consult BEGA for COI definition, implementation, and enforcement guidance specific to the issues and circumstances of grant administration.	DSLBD will explore the inclusion of language into DSLBD's Grants Policies & Procedures Manual to outline agency policy and procedures for engaging BEGA for guidance and consultation when a suspected conflict of interest may arise. We are aware of the obligation to report credible violations of the Code of Conduct to appropriate authorities, DPM § 1800.3(k), and have done so when potential violations are discovered or brought to our attention. This work is in the planning stage and the target date for completing the planned action is FY 2025.	In-progress	FY2026	DSLBD is actively working to update its policies and procedures to include a process for engaging BEGA which aligns with the new District Grants Manual released in 2025.

Recommendation	Corrective Action	Current Status (Completed, In-progress, or Not Started)	Completion Date or Target Date for Completion	Comments Section or Descriptions of Evidentiary Support for Actions Taken
Implement agency policy and procedures for disclosing, preventing, and addressing COIs for each grant administered.	DSLBD will include in its agency policy what is current practice as it relates to promoting the prompt involvement of BEGA for potential conflicts of interest. Accordingly, DSLBD will explore the inclusion of language into DSLBD's Grants Policies & Procedures Manual that outlines agency policy and procedures related to disclosing and addressing all conflicts of interest for grant administrators across divisions. Such policy can reinforce prevention measures outlined in the District Code of Conduct and reinforce BEGA's role as consultant and guide for such matters. This work is in the planning stage and the target date for completing the planned action is FY 2025.	Completed in part; Ongoing in part	FY2025; FY2026	DSLBD incorporated a standard COI form for grants review panelists to sign prior to engaging as a reviewer for an RFA. In addition, DSLBD is actively establishing a new policy related to retention of COI documentation. Further, DSLBD is working to update the policies and procedures to include a process for engaging BEGA which aligns with the new District Grants Manual released in 2025.
Update grant applications to require the disclosure of potential COIs by applicants.	DSLBD is exploring the inclusion of language in future grant applications requiring applicants to disclose known conflicts of interest. This work is in the planning stage and the target date for completing the planned action is FY 2025.	Completed	FY2025	DSLBD has incorporated a Statement of Certification as a pre-award requirement in its grant processes which requires applicants to disclose COIs and attest to ensuring transparency thereby preventing situations where personal or financial interests could compromise the integrity of a grant-funded project.

Recommendation	Corrective Action	Current Status (Completed, In-progress, or Not Started)	Completion Date or Target Date for Completion	Comments Section or Descriptions of Evidentiary Support for Actions Taken
Finalize and implement agency policy to establish procedures for ensuring equity in grantmaking and awarding processes.	DSLBD is actively working to fine-tune and finalize draft policies included in DSLBD's Grants Policies & Procedures Manual. This work is in progress and the target date for completing the planned action is mid CY. 2026	In-progress	FY2026	DSLBD is restructuring and refining DSLBD's Grants Policies & Procedures Manual to better align with current practices and the new District Grants Manual.
Develop a systematic method for collecting, using, and sharing grant program, applicant, and award data.	DSLBD is exploring and assessing different options, including the creating and publishing of certain open datasets for intra-agency and public sharing and any utilitarian implications related to logistics and practicality. This work is in progress and the target date for completing the planned action is FY 2026.	In-progress	FY2026	DSLBD continues to leverage improvements to its information technology capital infrastructure to build out and improve information sharing cross-divisionally with the goal of inter-agency expansion. Specifically, in FY26, DSLBD will continue to prioritize finalization of the Grants Module in the District Enterprise System ("DES"). This module functions as the central repository for all intra-agency grants-related documents and data. Such data can then be accessed by internal staff used to better report on grant program, applicant, and award data and/or identify potential gaps in information accessibility and overall administrative grantmaking processes and procedures.

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:

- (a. & c.) TPC 5th & I Partners LLC v. DC (2022 CA 000959 B).
- (b.) DC Superior Court.
- (d.) Court granted motion to re-brief pending motion in limine on damages and to substitute plaintiff's counsel. Motion hearing is set for February 18, 2026. Trial forthcoming.
- (e.) A complaint concerning a breach of contract and an action involving real property was filed as it relates to a CBE Agreement arising out of the disposition of land by DMPED. Specifically, the developer sued for non-constructive breach of contract because DSLBD/DMPED did not remove the approved equity and development participant without an explanation of the participant's deficiencies. The case is being scheduled for trial. The exact potential loss, if any, is not known at this time, but worst-case scenario, the loss could reach $12MM based on estimates by OAG.

- (a. & c.) Sherri Battle v. DSLBD (2024-CAB-002477).
- (b.) DC Superior Court.
- (d.) Discovery closes on February 23, 2026. Trial forthcoming.
- (e.) The former employee (the HR Liaison) sued for discrimination and retaliation after she was terminated for being AWOL and poor work performance. All but one claim (concerning retaliation) was dismissed. Discovery ends during the first quarter of 2026. OAG has filed and will be filing appropriate motions to dismiss claims. Once discovery concludes, the government will be in a better position to assess the merits of the case. But as of now, the maximum amount the plaintiff could recover is $4MM, not including backpay, front pay, attorneys fees, etc. Notwithstanding that, at present, it is unlikely that the plaintiff would recover such an amount.

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: N/A

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: N/A

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.**

Response:
- Not applicable for the relevant fiscal years.
- The processes utilized to respond to any applicable complaints are those advised and authorized by the respective agencies (e.g., OHR, ODR, and DCHR) based on the nature of the cases. Their hearing processes, to the extent applicable, are on their respective websites. Further, there have been no changes to agency procedures concerning administrative complaints and/or grievances.

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: N/A

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:
   a. *Please see attached Q30 – Agency Maintained Databases*
   b. *Please see above response to Q9 for system upgrades*
   c. *Please see attached Q30 – Agency Maintained Databases*

31. **Please provide a list of all studies, research papers, and analyses ("<u>studies</u>") 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: N/A

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 attachment Q32 – EN0 Contracts and Procurements 2026*